PaperPort Deluxe™
User's Guide

FOR WINDOWS

visioneer

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- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This equipment has been certified to comply with the limits for a class B computing device, pursuant to FCC Rules. In order to maintain compliance with FCC regulations, shielded cables must be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception. The user is cautioned that changes and modifications made to the equipment without the approval of manufacturer could void the user's authority to operate this equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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CHAPTER 1

Welcome to the PaperPort Software

Welcome to the PaperPort software. This guide explains how to use the main features of your PaperPort software. In addition to this guide, you can get more information from a variety of sources:

Web. Visit Visioneer's Web site at www.visioneer.com where you can find Technical Notes, Frequently Asked Questions (FAQs), software updates, and more. For a quick way to access information on the Web site, use the Internet menu.

Getting Started Guide. Review this printed guide to quickly get started using PaperPort.

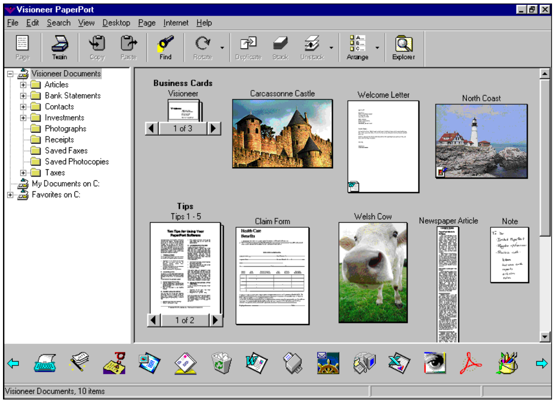
CD. Access the Visioneer CD, your source for installing additional software that works with the Visioneer software and for viewing the online documentation.

Help. Get help fast. Everything you want to know about PaperPort—how-to procedures, dialog box reference, and troubleshooting advice.

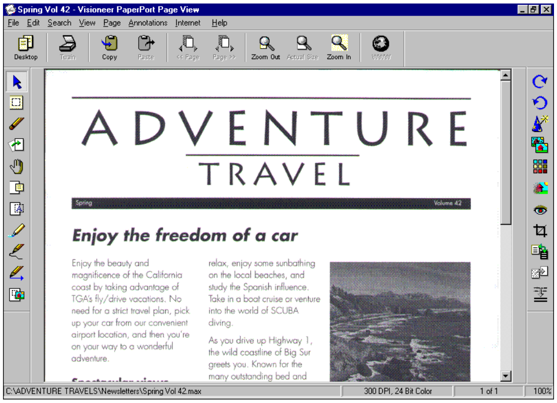
For a quick overview of PaperPort features, see the rest of this chapter.

VIEW ITEMS IN A VARIETY OF WAYS

PaperPort provides several ways to view items: **Desktop View** displays a **thumbnail**, a small graphic that represents each item in a Desktop or folder. You can see PaperPort items (MAX files) and non-PaperPort items (files created using other applications, such as Microsoft Word). Both types of items appear; no extra steps are necessary to see non-PaperPort items. **Page View** displays a close-up of a single page. You can open both PaperPort items and non-PaperPort items in Page View. Desktop View and Page View are separate applications that you can run independently or at the same time. You can also display a non-PaperPort item in the application that created it.


Visioneer PaperPort
File Edit Search View Desktop Page Internet Help
Page
Twain
Copy
Paste
Find
Rotate
Duplicate
Stack
Unstack
Arrange
Explorer
Visioneer Documents
Articles
Bank Statements
Contacts
Investments
Photographs
Receipts
Saved Faxes
Saved Photocopies
Taxes
My Documents on C:
Favorites on C:
Business Cards
Visioneer
1 of 3
Carcassonne Castle
Welcome Letter
North Coast
Tips
Tips 1 - 5
1 of 2
Claim Form
Welsh Cow
Newspaper Article
Note
Visioneer Documents, 10 items

Desktop View displays items as thumbnails.


Spring Vol 42 - Visioneer PaperPort Page View
File Edit Search View Page Annotations Internet Help
Desktop
Twain
Copy
Paste
<< Page
Page >>
Zoom Out
Actual Size
Zoom In
WWW
ADVENTURE
TRAVEL
Spring
Volume 42
C:\ADVENTURE TRAVELS\Newsletters\Spring Vol 42.max
300 DPI, 24 Bit Color
1 of 1
100%

Enjoy the freedom of a car

Enjoy the beauty and magnificence of the California coast by taking advantage of TGA's fly/drive vacations. No need for a strict travel plan, pick up your car from our convenient airport location, and then you're on your way to a wonderful adventure.

relax, enjoy some sunbathing on the local beaches, and study the Spanish influence. Take in a boat cruise or venture into the world of SCUBA diving.

As you drive up Highway 1, the wild coastline of Big Sur greets you. Known for the many outstanding bed and

Page View displays each item as a full page.

CAPTURE WEB PAGES

With PaperPort's Web Capture, you can easily add Web pages as PaperPort items directly to the Desktop View and update the captured page the next time you connect to the Internet. You have the option of capturing only the visible portion of a page or an entire page.

Capture the visible portion of a Web page or the entire page.

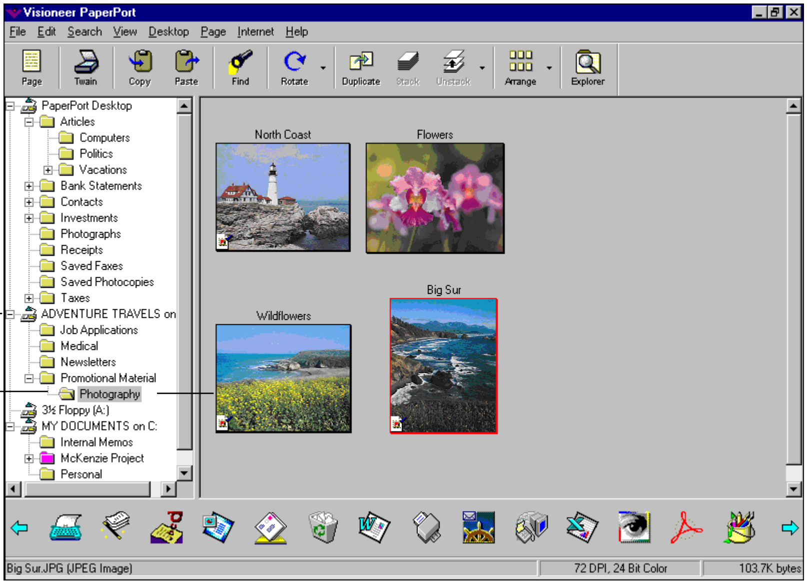
Netscape - [Visioneer]

Copy of Netscape - [Visioneer]
Page 1
1 of 4

ORGANIZE ALL YOUR ITEMS IN FOLDERS

PaperPort has an easy-to-use filing system for organizing your items. The filing system consists of folders and items that you select to view in Desktop View. A folder can be located any where on your computer or on a device attached to your computer, such as an external drive or Zip disk. (You cannot view items on a network.) An item can be a PaperPort item or non-PaperPort item (a file created using another application, such as Word). You decide which folders to show in the Folder View.

- Folders are arranged in a "tree" structure in the Folder View. You use this pane to select folders and view their items in Desktop View.
- You can simply drag and drop an item onto a folder. When the folder is highlighted, release the mouse button and the item is stored in that folder.
- Folders can be "nested"—that is, stored in other folders.
- When you double-click a folder, its items (both PaperPort (MAX) files and other files) appear on the Desktop.
- You can also use Windows Explorer to manage the folders and items shown in Desktop View.


Visioneer PaperPort
File Edit Search View Desktop Page Internet Help
Page
Twain
Copy
Paste
Find
Rotate
Duplicate
Stack
Unstack
Arrange
Explorer
PaperPort Desktop
Articles
Computers
Politics
Vacations
Bank Statements
Contacts
Investments
Photographs
Receipts
Saved Faxes
Saved Photocopies
Taxes
ADVENTURE TRAVELS on
Job Applications
Medical
Newsletters
Promotional Material
Photography
3½ Floppy (A:)
MY DOCUMENTS on C:
Internal Memos
McKenzie Project
Personal
North Coast
Flowers
Big Sur
Wildflowers
Big Sur.JPG (JPEG Image)
72 DPI, 24 Bit Color
103.7K bytes

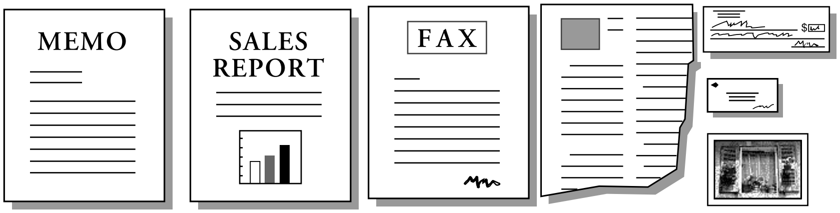
Folder View.

A folder added to the Folder View.

Items in the selected folder appear on the Desktop.

SCAN ITEMS WITH YOUR SCANNER

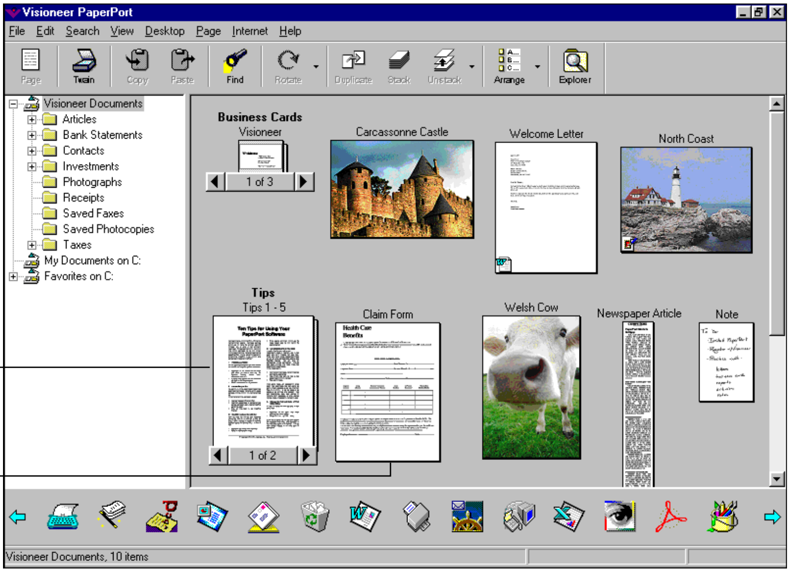
The PaperPort software works with a variety of scanners. Depending on the scanner you're using, you can scan small items, such as business cards, or larger items up to 30 inches (76.2 cm) long. Typical items include newspaper clippings, reports, magazine articles, brochures, letters, memos, receipts, canceled checks, business cards, and color photos.


MEMO
SALES REPORT
FAX

For more information about scanning items, see the Installation Guide that came with your scanner.

COMBINE ITEMS INTO STACKS

Many items that you place on the PaperPort Desktop will probably be more than one page. You can combine individual PaperPort items into a multipage item, called a **stack**. For example, you could save all of your medical claims in one stack or combine the pages of an article.


Visioneer PaperPort
File Edit Search View Desktop Page Internet Help
Page
Twain
Copy
Paste
Find
Rotate
Duplicate
Stack
Unstack
Arrange
Explorer
Visioneer Documents
Articles
Bank Statements
Contacts
Investments
Photographs
Receipts
Saved Faxes
Saved Photocopies
Taxes
My Documents on C:
Favorites on C:
Business Cards
Visioneer
1 of 3
Carcassonne Castle
Welcome Letter
North Coast
Tips
Tips 1 - 5
1 of 2
Claim Form
Welsh Cow
Newspaper Article
Note
Visioneer Documents, 10 items

A stack.

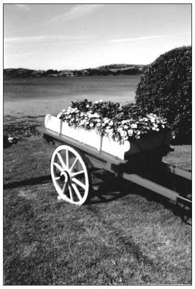
A single page.

IMPROVE IMAGE QUALITY

PaperPort has special features to improve the quality of an image. For example, you can lighten underexposed color photographs that are too dark, sharpen fuzzy pictures, adjust the colors of color graphics and photographs, straighten pages scanned in crooked, remove "dirt spots" with a single mouse click, and enhance the lines of a form.

Here are some “before and after” examples of images:

This picture of a flower cart is improved by clicking the AutoFix Picture tool. The image is lightened and sharpened.

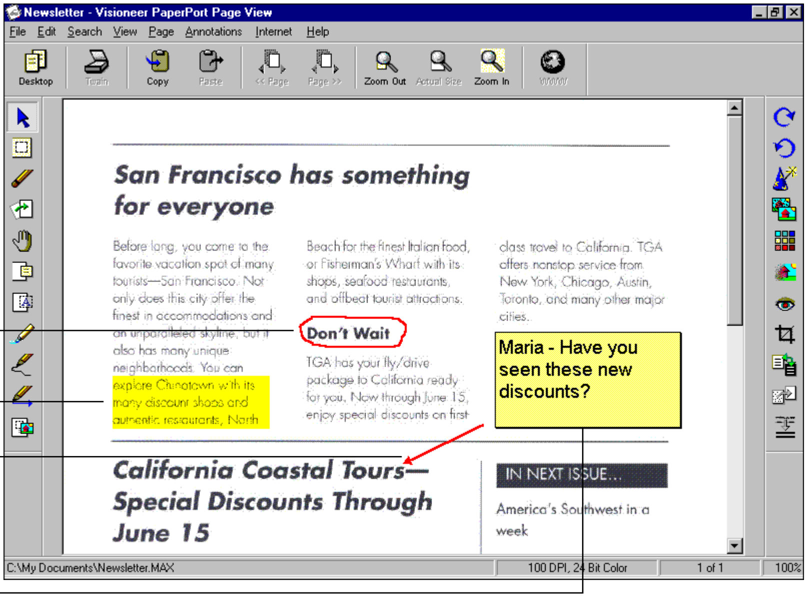


This picture of a cow was slightly blurred and out of focus. The focus was improved by using the Sharpen Picture tool.

The original picture of the family dog had the “red eye effect” caused by an indoor flash. The red was removed with the Remove Red Eye tool.

ADD NOTES, HIGHLIGHT AREAS, AND MARK UP A PAGE

With the annotation tools in Page View, you can add a note, highlight text, draw lines or arrows, circle information, or paste a picture or graphic from another application into a PaperPort item. The following figure shows an example of how you can use the tools.


Newsletter - Visioneer PaperPort Page View
File
Edit
Search
View
Page
Annotations
Internet
Help
Desktop
Twain
Copy
Paste
<< Page
Page >>
Zoom Out
Actual Size
Zoom In
WWW
C:\My Documents\Newsletter.MAX
100 DPI, 24 Bit Color
1 of 1
100%

San Francisco has something for everyone

Before long, you come to the favorite vacation spot of many tourists—San Francisco. Not only does this city offer the finest in accommodations and an unparalleled skyline, but it also has many unique neighborhoods. You can explore Chinatown with its many discount shops and authentic restaurants, North Beach for the finest Italian food, or Fisherman's Wharf with its shops, seafood restaurants, and offbeat tourist attractions.

Don't Wait

TGA has your fly/drive package to California ready for you. Now through June 15, enjoy special discounts on first class travel to California. TGA offers nonstop service from New York, Chicago, Austin, Toronto, and many other major cities.

Maria - Have you seen these new discounts?

California Coastal Tours—Special Discounts Through June 15

IN NEXT ISSUE...

America's Southwest in a week

Circle information with the Freehand tool.

Use the Highlighter tool to highlight an area.

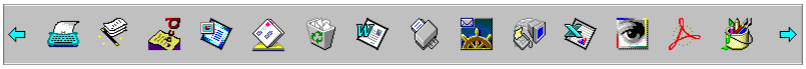
Draw the reader's attention by adding arrows.

Use the Note tool to add notes to a page.

LINK TO MANY OTHER APPLICATIONS

PaperPort automatically recognizes many other applications on your computer and creates a "working link" to them. The Link Bar at the bottom of Desktop View shows icons of those linked applications.
To use a link, drag an item onto one of the icons to start the application represented by the icon. A typical use of the Link Bar is to select an item and then fax it.

This sample Link Bar shows several applications with links to PaperPort.



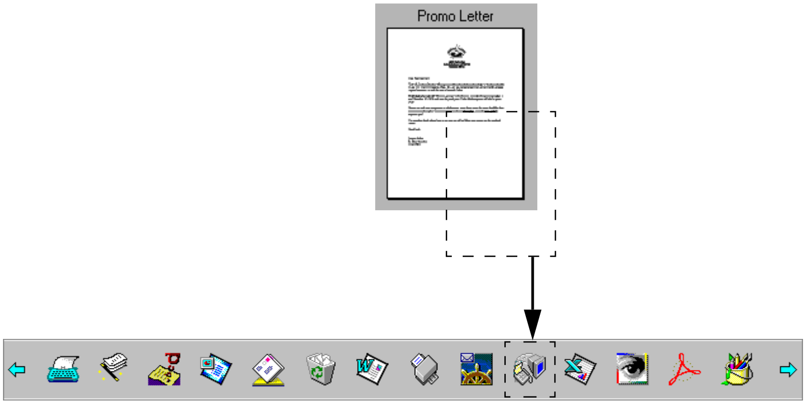
If PaperPort does not automatically recognize one of the applications on your computer, you can manually create a link using the Create New Link command. See the PaperPort Help for more information about creating new links.

FAX IT

If your computer has a fax modem and fax software, you can use the fax link to quickly send an item in PaperPort as a fax. The fax link is represented by a fax link icon on the Link Bar at the bottom of Desktop View.

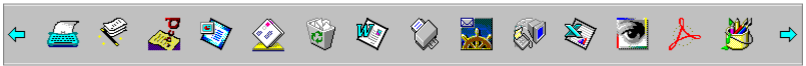
Send an item by dragging and dropping it onto a link icon. This example shows dragging and dropping an item onto the WinFax Pro link icon.

When the fax link icon is highlighted, release the mouse button. Your fax application starts and you can send the item as a fax.



E-MAIL IT

If you can send e-mail from your computer, you can send any item as an e-mail attachment, including pages, graphics, and photos. You can use either the e-mail link icon or a convenient Send command to attach an item to an e-mail message.

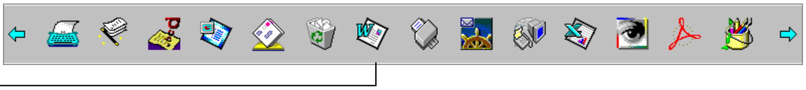


The e-mail link icon for Lotus cc:Mail.

CONVERT IMAGE TEXT TO TEXT THAT YOU CAN EDIT

PaperPort can quickly convert the text on a PaperPort item (which is really just a picture of the text) into text that you can edit with a word-processing application. PaperPort converts the text using either the optical character recognition (OCR) application that comes with PaperPort, or your OCR application if it is already on your computer. You can convert the entire item, or by using the Copy As Text command, you can select only a portion of the text to convert.

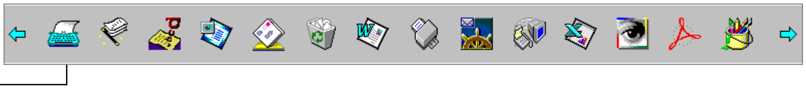
Dragging an item onto a word-processing link icon starts PaperPort's built-in OCR application, or you can use your own OCR application.



The link icon for Microsoft Word.

FILL IN A PREPRINTED FORM

A built-in PaperPort application named FormTyper is designed specifically for filling in the fields on preprinted forms, such as insurance forms, registration cards, or tax forms, which often ask you to "Please Type the Information." Using FormTyper, you can type the information by using your computer keyboard (instead of a typewriter), and then print the filled-in form. The FormTyper icon is on the Link Bar. Drag a scanned form onto the FormTyper icon and the form's fields will be ready for you to begin typing.

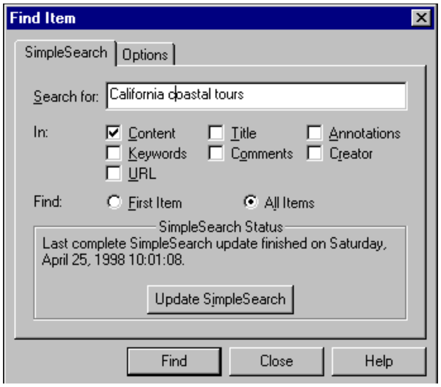


The link icon for Visioneer FormTyper.

USE SIMPLESEARCH TO FIND AN ITEM

The PaperPort software has a wide range of options for finding items. In addition to the standard methods of searching for items by name, date, or keywords, a powerful PaperPort feature named SimpleSearch can find items based on the textual content.

For example, if you only remember that the item included the word “California” or the phrase “California coastal tours,” SimpleSearch can find the item containing that word or phrase for you. SimpleSearch finds items this way because it actually indexes all of your items (both PaperPort and non-PaperPort items) that are included in a folder in Folder View and remembers the textual content. You simply enter a word or phrase, and SimpleSearch finds the items that have it.



Search for: California coastal tours

In: ☑ Content ☐ Title ☐ Annotations
☐ Keywords ☐ Comments ☐ Creator
☐ URL

Find: ○ First Item ● All Items

SimpleSearch Status

Last complete SimpleSearch update finished on Saturday, April 25, 1998 10:01:08.

IMPORT ITEMS FROM OTHER APPLICATIONS

In addition to scanning items, you can bring items into PaperPort in a variety of ways and convert them to PaperPort (MAX) files in several different ways:

- Print to the Desktop View from another application, such as Microsoft Excel.
- Import files saved in other file formats, such as Windows Bitmap (BMP) or Tag Image File Format (TIFF).
- Duplicate an item as a PaperPort item.
- Capture a Web page.

EXPORT ITEMS IN OTHER FORMATS

You can export or save PaperPort items in several popular file formats, such as BMP, JPEG, TIFF, or self-viewing. For example, to create a file for an Internet Web site, export it as a JPEG file. Web pages often use JPEG files for displaying images.

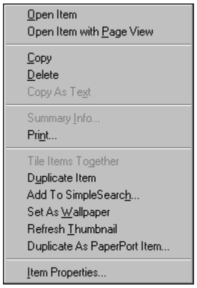
VIEW PAPERPORT ITEMS ON OTHER COMPUTERS

PaperPort Viewer, a separate application, comes with PaperPort and lets others view PaperPort items without PaperPort. PaperPort Viewer is available for free on the Visioneer Web site at www.visioneer.com. You can also embed a mini PaperPort Viewer application with an e-mail message or export a file as self-viewing. The recipient of a message or of the self-viewing file simply double-clicks the attachment or file to see the PaperPort file.

USE RIGHT MOUSE BUTTON SHORTCUTS

Many of the tools, buttons, and icons in PaperPort have right mouse button shortcuts. For example, select an item in Desktop View and click the right mouse button to display a menu for the item. You can choose commands from that menu instead of the menus in the menu bar.

The following sample shows the shortcut menu for a single item in Desktop View. Other shortcut menus appear when you click the right mouse button in Desktop View instead of on an item, and when you're viewing an item in Page View.


Open Item
Open Item with Page View
Copy
Delete
Copy As Text
Summary Info...
Print...
Tile Items Together
Duplicate Item
Add To SimpleSearch...
Set As Wallpaper
Refresh Thumbnail
Duplicate As PaperPort Item...
Item Properties...

VISIT VISIONEER'S WEB SITE

You can use the PaperPort software to connect to different areas on Visioneer's Web site (www.visioneer.com) on the Internet.
The PaperPort software starts your Internet browser software and displays the selected area on Visioneer's Web site. (If you do not have a direct Internet connection, you might have to connect to your Internet provider before choosing an Internet menu command.)

CHAPTER 2

Viewing Items

PaperPort provides several ways to view items: **Desktop View** displays a **thumbnail**, a small graphic that represents each item in a selected folder. You can see PaperPort items (MAX files) and non-PaperPort items (items created using other applications, such as Microsoft Word) located anywhere on your computer.

Page View displays a close-up of a single page. You can view both PaperPort items and non-PaperPort items in Page View. Desktop View and Page View are separate applications that you can run independently or at the same time.

You can also start and use **other applications** directly from Desktop View to view non-PaperPort items created in those applications.

This chapter tells you about:

- Viewing items in Desktop View
- Viewing items in Page View
- Viewing items by using the application that created them
- Changing between Desktop View and Page View
- Setting the Double-Click Action preference
- Quitting Desktop View or Page View

VIEWING ITEMS IN DESKTOP VIEW

Desktop View shows thumbnails of items and stacks of items. When you first start Desktop View, the items in the default folder appear. You can select a different folder to see its items.

To view items in Desktop View:

PaperPort

- Double-click the PaperPort icon on the Windows desktop.

or

Desktop

- In Page View, click the **Desktop** button.

Thumbnail of a PaperPort item.

Thumbnail of non-PaperPort item (for example, a Word file).

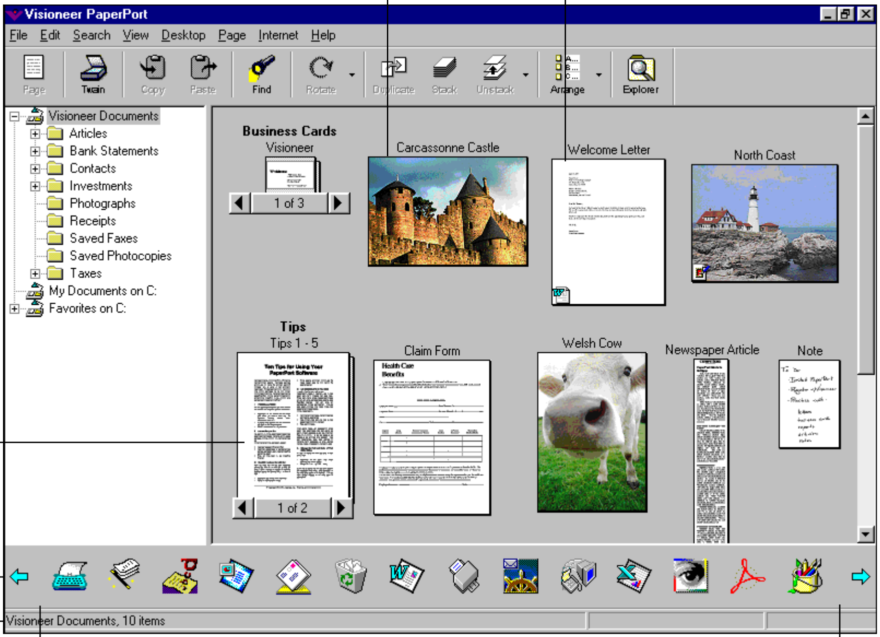
The Command Bar has shortcuts for choosing menu commands, such as changing views.

Use the Folder View to navigate between different folders and to file and organize items.

Stacks are PaperPort items that have been combined. Stack titles appear in bold type above the page titles.

Use the scroll arrow to view other links on the Link Bar.

The status bar shows information about the selected item, link, or button.


Visioneer PaperPort
File Edit Search View Desktop Page Internet Help
Page
Twain
Copy
Paste
Find
Rotate
Duplicate
Stack
Unstack
Arrange
Explorer
Visioneer Documents
Articles
Bank Statements
Contacts
Investments
Photographs
Receipts
Saved Faxes
Saved Photocopies
Taxes
My Documents on C:
Favorites on C:
Business Cards
Visioneer
1 of 3
Carcassonne Castle
Welcome Letter
North Coast
Tips
Tips 1 - 5
1 of 2
Claim Form
Welsh Cow
Newspaper Article
Note
Visioneer Documents, 10 items

The Link Bar has icons that represent other applications and functions that work with PaperPort. The icons vary, depending on the applications installed on your computer.

Tip: By default, the Desktop background is gray. If you prefer to use the system default background color, deselect the gray option in the Desktop Preferences. To display the preferences, choose Preferences from the Edit menu, and then click the Desktop tab.

USING DESKTOP VIEW

Desktop View contains many features that help you to easily navigate between folders and display items to perform a variety of actions.

Command Bar. The buttons on the Command Bar are shortcuts for commands on the menus. For example, clicking the Find button is the same as choosing Find from the Search menu. The Command Bar appears in both Desktop View and Page View, but most of the buttons are different.

Folder View. The Folder View is the left pane shown in Desktop View. It contains the default folder (Visioneer Documents, unless you chose a different folder at installation) and any other folders that you add to it. The folders that you add to the Folder View can be located anywhere on your computer or located on any device connected to your computer, such as folders on an external hard drive, Zip drive, or CD. After you add a folder to the Folder View, you can see all of its subfolders and items (both PaperPort and non-PaperPort) in Desktop View. You can also work with the folders and items, such as moving, copying, and renaming items in Desktop View. For more information about using the Folder View to manage your items, see Chapter 3, “Filing Items.”

Thumbnails of PaperPort items. PaperPort thumbnails are small representations of PaperPort items so that you can see the items at a glance. To see an item at full size, use Page View.

Thumbnails of non-PaperPort **items.** If an item is a non-PaperPort item, such as a Microsoft Word or Microsoft Excel file, the item also appears as a thumbnail. In addition, a small icon representing the application that was used to create the item appears at the corner of the thumbnail.

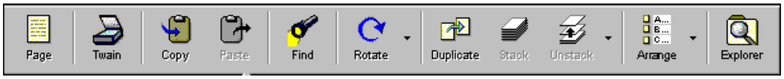
A stack. After scanning or importing multiple pages to Desktop View, you can combine the thumbnails of those pages into a stack. For example, if you scan a 10-page report, 10 individual pages appear on the PaperPort Desktop. By combining the pages into a stack, you can work with the report as a single item. Stack titles appear in bold type above the page titles. You cannot stack non-PaperPort items; however, you can change non-PaperPort items into a PaperPort items and then stack them together. (For more information, see Chapter 13, "Importing, Exporting, and Printing.")

Link Bar. The icons on the Link Bar represent other applications and functions that work with PaperPort. The icons include links for sending a scanned item as a fax or an e-mail attachment, reading text from a scanned item into a word-processing program, entering data into a preprinted form, and so on. The icons that appear depend on the applications installed on your computer. Use the scroll arrows on the Link Bar to see the other icons.

Status Bar. The Status Bar shows information about the selected items, the links, or the buttons on the Command Bar.

USING THE COMMAND BAR IN DESKTOP VIEW

To use a button on the Command Bar, click it. If a button does not apply to a selected item, the button will be gray, and clicking it will not have any effect.



Page. Change from Desktop View to Page View. To use this button, you must first select an item.

Twain. Acquire an item using a Twain device, such as a scanner. For example, if you have a flatbed scanner attached to your computer, click this button to start scanning. (This button appears only if you have a TWAIN device connected to your computer.)

Copy. Copy an item shown in Desktop View.

Paste. Paste an item into the currently selected folder in Desktop View.

Find. Find an item in Desktop View.

Rotate. Rotate the selected items or stacks. Rotating a stack rotates every page in the stack. Click the arrow next to the button to see different options for rotating items, such as to the right, left, or flipped.

Duplicate. Make a copy of the selected items.

Stack. Combine selected items into one stack.

Unstack. Unstack the pages of the selected stack. Click the arrow next to the button to see different options for unstacking items, such as unstacking all pages or unstacking only the current page in a stack.

Arrange. Arrange the items on the PaperPort Desktop. Click the arrow next to the button to see different options for arranging items, such as by position, name, date, size, or type.

Explorer. Change to Windows Explorer. You can drag and drop items between Desktop View and a Windows Explorer folder or location.

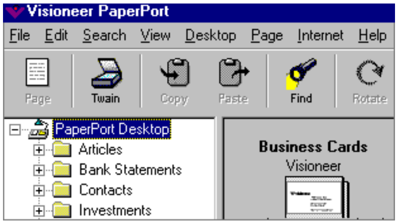
Note: Two other buttons might appear on the Command Bar. A Settings button appears if you are using the PaperPort software with a PaperPort sheet-fed scanner. Click this button to display the PaperPort Preferences dialog box where you can set scan settings and options. The other button that can appear on the Command Bar is labeled OLE Return. It appears when you are using Windows Object Linking and Embedding (OLE).

VIEWING ITEMS IN PAGE VIEW

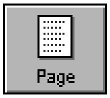
Page View displays a close-up view of one page so that it is readable on the screen. In Page View, you can view PaperPort items and non-PaperPort items created using other applications. You can also adjust and edit the quality, color, and other aspects of a PaperPort image using the Image Editing toolbar. With PaperPort items and the annotation tools, you can add comments, highlight or circle information, or add a picture to a page. Any changes you make in Page View are automatically saved when you close Page View or view a different item in Page View.

To view a PaperPort item in Page View:

- In Desktop View, double-click the item that you want to see in Page View, such as a scanned business card.


Visioneer PaperPort
File
Edit
Search
View
Desktop
Page
Internet
Help
Page
Twain
Copy
Paste
Find
Rotate
PaperPort Desktop
Articles
Bank Statements
Contacts
Investments
Business Cards
Visioneer

or



- Click an item in Desktop View, and then click the **Page** button.

Tip: You can also double-click a PaperPort item in Windows Explorer to view it in Page View.

Note: If you start Page View from Desktop View, Page View replaces the Desktop View window. If you prefer, you can open Page View in a separate window. To set this option, select Launch Page View in a Separate Window, in the Desktop preference.

To view a non-PaperPort item in Page View:

- In Desktop View, Shift-double-click a non-PaperPort item, or click the non-PaperPort item, and then click the **Page** icon on the Command Bar.

Note: If you double-click a non-PaperPort item, it appears in the application used to create it. For more information about viewing a non-PaperPort item in its application, see “Viewing items by using the application that created them.” For information about changing the preference that controls the double-click action, see “Setting the Double-Click Action preference.”

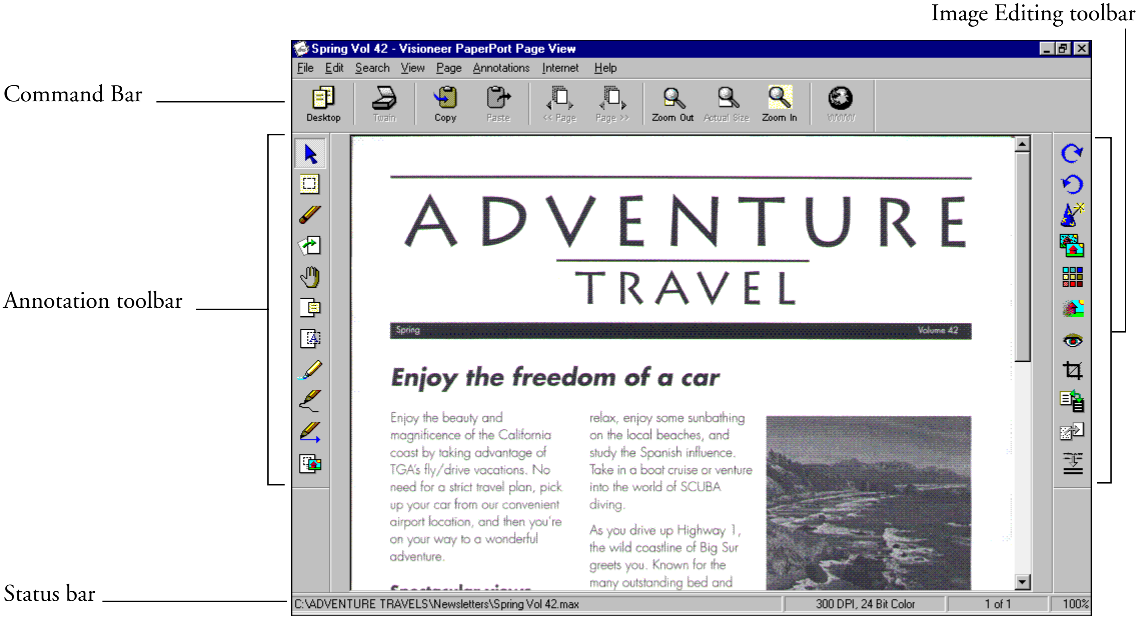


Image Editing toolbar
Command Bar
Annotation toolbar
Status bar
Spring Vol 42 - Visioneer PaperPort Page View
File
Edit
Search
View
Page
Annotations
Internet
Help
Desktop
Twain
Copy
Paste
<< Page
Page >>
Zoom Out
Actual Size
Zoom In
WWW
ADVENTURE
TRAVEL
Spring
Volume 42
C:\ADVENTURE TRAVELS\Newsletters\Spring Vol 42.max
300 DPI, 24 Bit Color
1 of 1
100%

Enjoy the freedom of a car

Enjoy the beauty and magnificence of the California coast by taking advantage of TGA's fly/drive vacations. No need for a strict travel plan, pick up your car from our convenient airport location, and then you're on your way to a wonderful adventure.

relax, enjoy some sunbathing on the local beaches, and study the Spanish influence. Take in a boat cruise or venture into the world of SCUBA diving.

As you drive up Highway 1, the wild coastline of Big Sur greets you. Known for the many outstanding bed and

---

Note: To open multiple Page View windows at the same time, choose Open New Viewer for Each Document in Page View, Viewer Preferences. To display Page View preferences, choose Preferences from the Edit menu.

Using Page View

Page View provides many useful features for viewing an item, adding annotations, and editing an image.

Command Bar. The buttons on the Command Bar are shortcuts for commands on the menus. Notice that most of the buttons in the Page View Command Bar are different from those in Desktop View.

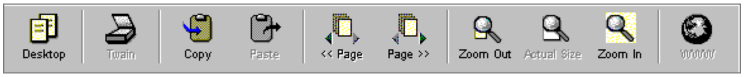
Annotation toolbar. These tools are for adding notes to a page, highlighting areas on it, cutting and pasting sections, drawing on the page, adding a picture to the page, and so forth. See Chapter 11, "Annotating a Page," for examples of annotations and how to use the tools.

Image Editing toolbar. These tools are for editing the scanned images, including adjusting an image's colors, rotating an image, removing the "red eye" effect from a color snapshots, sharpening fuzzy images, and so on. See Chapter 12, "Editing Images," for more information.

Status bar. The status bar shows information about the page being displayed.

USING THE COMMAND BAR IN PAGE VIEW

The buttons on the Command Bar help you view a page. For example, you can view different pages, zoom in and zoom out, and enhance an image.



Desktop. Change from Page View to Desktop View.

Twain. Acquire an item using a TWAIN device, such as a scanner. For example, if you have a flatbed scanner attached to your computer, click this button to start scanning. (This button appears only if you have a TWAIN device connected to your computer.)

Copy. Copy an item.

Paste. Paste a copied item.

<< Page. Displays the previous page in a stack.

Page >>. Displays the next page in a stack.

Zoom Out. Reduces the size of the page in Page View.

Actual Size. Returns the page to its original (100%) size.

Zoom In. Magnifies the size of the page in Page View.

WWW. Connects to the Internet Web page shown in Page View.

Note: Several other buttons might appear on the Command Bar. A Settings button appears if you are using the PaperPort software with a PaperPort sheet-fed scanner. Click this button to display the PaperPort Preferences dialog box where you can set scan settings and options. The OLE Return button appears when you are using Windows Object Linking and Embedding (OLE). The << Item and Item >> buttons appear if you replace the Desktop View window with the Page View window when you view an item in Page View. Click these buttons to see the previous and next item on the Desktop.

In addition to the Command Bar, you can use the keyboard to move between pages in a stack or to the top or bottom of a page, as described in the following table.

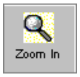
Key	**Action**
Page Down	Scrolls down several lines through the document each time you press the key. If you press the key at the end of a page in a stack, the next page appears.
Page Up	Scrolls up several lines through the document each time you press the key.
Cursor Down	Scrolls down one line at a time through the document each time you press the key.
Cursor Up	Scrolls up one line at a time through the document each time you press the key. If you press the key at the beginning of a page in a stack, the previous page appears.
Home	Positions the cursor at the upper left corner of the current page.
End	Positions the cursor at the lower right corner of the current page.

ZOOMING IN OR OUT

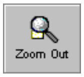
In Page View, you can zoom in to display the details of a page, or zoom out to make the page smaller on the screen.

To zoom in or out on a page:

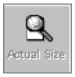
1. Display the page in Page View.
2. To zoom in, either choose **Zoom In** from the **View** menu, click the **Zoom In** button, or press the **plus** (+) key on the numeric keypad.



3. To zoom out, either choose **Zoom Out** from the **View** menu, click the **Zoom Out** button, or press the **minus** (-) key on the numeric key pad.



4. To display the page at its actual size (100%), choose **Actual Size** from the **View** menu or click the **Actual Size** button.



CHANGING BETWEEN DESKTOP VIEW AND PAGE VIEW

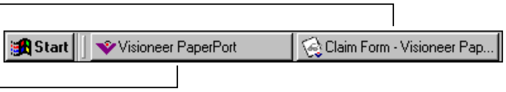
After starting Desktop View and Page View, you can use the Windows taskbar or the Page and Desktop icons to quickly change between the two applications.

To change between Desktop View and Page View:

1. In Desktop View, select the item you want.
2. Click the **Page** button.
3. To return to Desktop View, click the **Desktop** button.

or

- Click the Visioneer PaperPort button (Desktop View) or the button representing the opened item (Page View) on the Windows taskbar



Changes to Page View

Changes to Desktop View

VIEWING ITEMS BY USING THE APPLICATION THAT CREATED THEM

From Desktop View you can start a non-PaperPort item's application and use it to view the item.

To view a non-PaperPort item in its application:

- In Desktop View, double-click a non-PaperPort item. The application that created the item starts and the item appears.

  If you want, you can change the Double-Click Action preference so that the item appears in Page View when you double-click it. For more information, see the next section.

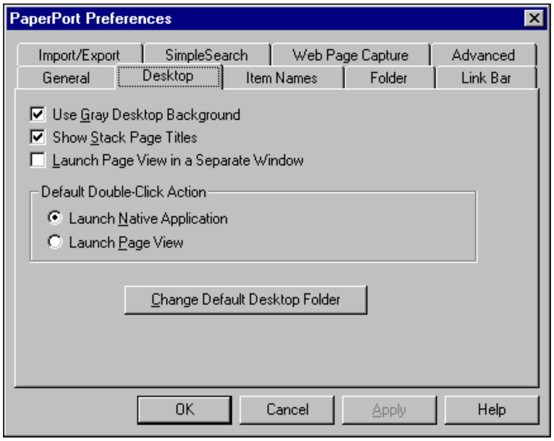
SETTING THE DOUBLE-CLICK ACTION PREFERENCE

Desktop View shows both PaperPort items and non-PaperPort items. By default, when you double-click a non-PaperPort item in Desktop View, it appears in the application used to create it. For example, a thumbnail of an item with a small Microsoft Word icon in the lower left corner would open in Word. If you prefer, you can change the Double-Click Action preference so that a non-PaperPort item opens in Page View.

Tip: To override the preference setting, Shift-double-click an item.

To set the Double-Click Action preference:

1. From the **Edit** menu, choose **Preference**. The PaperPort Preference dialog box appears.
2. Click the **Desktop** tab. The Desktop preferences appear.


PaperPort Preferences
Import/Export
SimpleSearch
Web Page Capture
Advanced
General
Desktop
Item Names
Folder
Link Bar
Change Default Desktop Folder
OK
Cancel
Apply
Help

☑ Use Gray Desktop Background
☑ Show Stack Page Titles
☐ Launch Page View in a Separate Window

Default Double-Click Action
● Launch Native Application
○ Launch Page View

Double-Click Action preferences

3. To open and display the item in its application, select **Launch Native Application** as the Default Double-Click Action.

   To open and display the item in Page View, select **Launch Page View** as the Default Double-Click Action.

4. Click **OK**.

QUITTING DESKTOP VIEW OR PAGE VIEW

Quit Desktop View or Page View in the same way that you exit from other Windows applications.

To quit:

- From the **File** menu, choose **Exit**.

CHAPTER 3

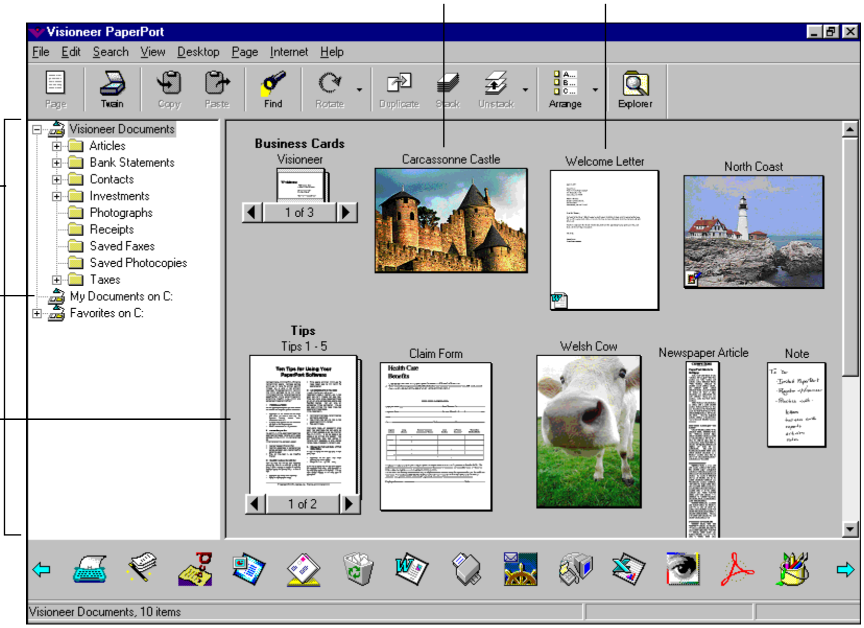
Filing Items

In PaperPort's Desktop View, you can easily file and manage items. This chapter tells you about:

- PaperPort's filing system
- Displaying folders and items
- Adding and removing folders from Folder View
- Working with folders and items
- Using Windows Explorer to manage items
- Using SimpleSearch to find an item

PAPERPORT'S FILING SYSTEM

An efficient way to file and manage items in PaperPort is to use Desktop View. This view includes Folder View (showing folders that you have added to Folder View) and the Desktop (showing items contained in a selected folder).


Visioneer PaperPort
File Edit Search View Desktop Page Internet Help
Page
Twain
Copy
Paste
Find
Rotate
Duplicate
Stack
Unstack
Arrange
Explorer
Visioneer Documents
Articles
Bank Statements
Contacts
Investments
Photographs
Receipts
Saved Faxes
Saved Photocopies
Taxes
My Documents on C:
Favorites on C:
Business Cards
Visioneer
1 of 3
Carcassonne Castle
Welcome Letter
North Coast
Tips
Tips 1 - 5
1 of 2
Claim Form
Welsh Cow
Newspaper Article
Note
Visioneer Documents, 10 items

A PaperPort item.

A non-PaperPort item.

Folder View.

This icon identifies the folder as one that was added to Folder View.

Items in a selected folder appear on the Desktop.

DISPLAYING FOLDERS AND ITEMS

When you start PaperPort, the Visioneer Documents folder (or the one that you chose when you installed PaperPort) is selected in Folder View and the items it contains appear on the Desktop. Its subfolders appear below the folder in Folder View. PaperPort comes with a set of predefined folders, but you can delete and move the folders, and change the color and titles if you want.

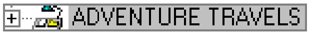
You decide which additional folders to add to Folder View. A folder can be located anywhere on your computer, or located on a device attached to your computer, such as an Iomega Zip disk. An added folder is identified with an icon, as shown in the previous figure.

After you add a folder to Folder View, you can see all of its subfolders and its items in Desktop View. Items can include PaperPort items as well as non-PaperPort items (files that were created using other applications, such as Word). For more information about adding folders, see "Adding a folder to Folder View," later in this chapter.

Each item appears in Desktop View represented by a thumbnail. Non-PaperPort items include a small icon representing the application used to create the item. This makes it easy and convenient to quickly see all different types of items.

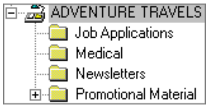
To see the contents of a folder:

1. In Folder View, double-click the folder that you want to view or click the plus sign (+) if one appears.



ADVENTURE TRAVELS

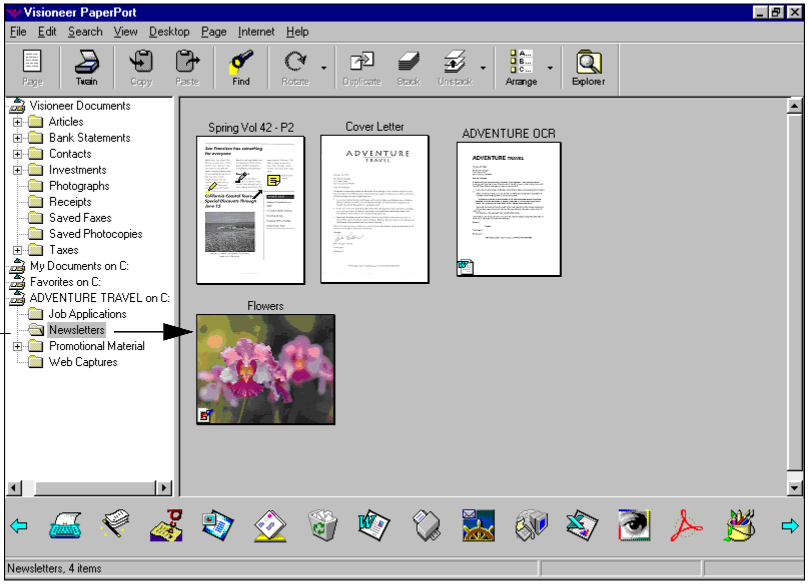
If the selected folder includes items not contained in a subfolder, the items appear on the Desktop; any subfolders appear below the added folder in Folder View.



ADVENTURE TRAVELS
Job Applications
Medical
Newsletters
Promotional Material

2. Double-click a folder to display its contents. Any items in the folder appear on the Desktop.

Note: If a folder contains other folders, a plus sign (+) appears to the left of the Folder name. You can click the plus sign to display the list of folders. A minus (-) sign indicates that all subfolders are displayed. You can click the minus sign to collapse a folder.


Visioneer PaperPort
File Edit Search View Desktop Page Internet Help
Page
Twain
Copy
Paste
Find
Rotate
Duplicate
Stack
Unstack
Arrange
Explorer
Visioneer Documents
Articles
Bank Statements
Contacts
Investments
Photographs
Receipts
Saved Faxes
Saved Photocopies
Taxes
My Documents on C:
Favorites on C:
ADVENTURE TRAVEL on C:
Job Applications
Newsletters
Promotional Material
Web Captures
Spring Vol 42 - P2
Cover Letter
ADVENTURE OCR
Flowers
Newsletters, 4 items

Items in the selected folder appear on the Desktop.

This example shows four items in the Newsletter folder, which is located in the Adventure Travel folder.

Note: When you place items in Desktop View, such as by scanning, capturing Web pages, and importing items, the items appear in the location that is currently selected in Folder View. For example, if the Newsletter folder is selected and its items appear on the Desktop, then a scanned item is placed in the Newsletter folder.

ADDING AND REMOVING FOLDERS FROM FOLDER VIEW

To see a folder already located on your computer or on an external device, such as an external hard drive or Iomega Zip drive, you add the folder to Folder View. The folder can contain many subfolders or can be simply a single folder.

This section tells you about:

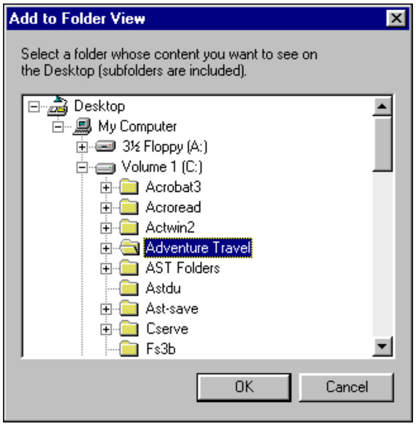
- Adding a folder to Folder View
- Removing folders from Folder View
- Arranging folders in Folder View

ADDING A FOLDER TO FOLDER VIEW

When you add a folder to Folder View, it is identified with an icon in Folder View. After you add a folder, you can view any of its subfolders or items in Desktop View.

To add a folder to Folder View:

1. In Desktop View, choose **Add to Folder View** from the **File** menu. The Add to Folder View dialog box appears. It shows you the same device and folder information that you see in Windows Explorer (except for network devices).

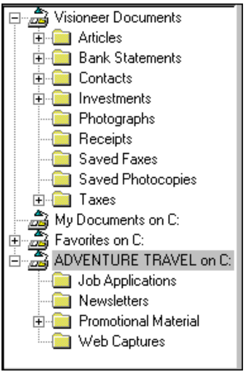


Add to Folder View

Select a folder whose content you want to see on the Desktop (subfolders are included).

Desktop
My Computer
3½ Floppy (A:)
Volume 1 (C:)
Acrobat3
Acroread
Actwin2
Adventure Travel
AST Folders
Astdu
Ast-save
Cserve
Fs3b
OK
Cancel

2. Select the folder that you want to add and click **OK**. The folder appears in Folder View and its items appear on the Desktop. Any subfolders are automatically included and shown in Folder View below the added folder. The following example shows that the Adventure Travel folder was added.


Visioneer Documents
Articles
Bank Statements
Contacts
Investments
Photographs
Receipts
Saved Faxes
Saved Photocopies
Taxes
My Documents on C:
Favorites on C:
ADVENTURE TRAVEL on C:
Job Applications
Newsletters
Promotional Material
Web Captures

Added folder located on the C drive.

In addition to the icon that identifies a folder as an added folder, the folder title indicates the actual location of the folder on your computer. For example, in the previous figure, the folder Adventure Travel is located on the C drive.

Note: You can also add folders by choosing Arrange Folder View from the File menu, and then clicking the Add button.

REMOVING FOLDERS FROM FOLDER VIEW

If you no longer want a folder to appear in PaperPort, remove it from Folder View. When you remove a folder it does not delete it from your computer.

To remove a folder:

1. In Folder View, select the folder you want to remove.
2. From the **File** menu, choose **Remove From Folder View**. The folder is removed from Folder View.

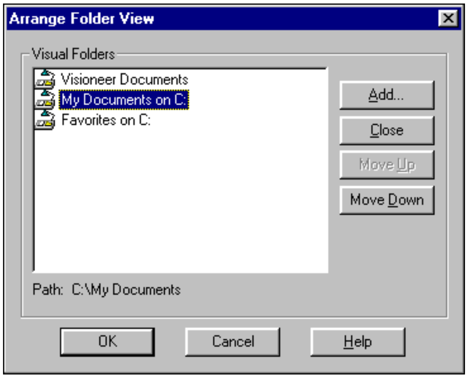
Note: You can also remove a folder by choosing Arrange Folder View from the File menu, selecting a folder in the dialog box that appears, and then clicking the Close button.

ARRANGING FOLDERS IN FOLDER VIEW

Use the Arrange Folder View dialog box to change the order in which added folders appear in Folder View. You can also use this dialog box as another way to add and remove folders.

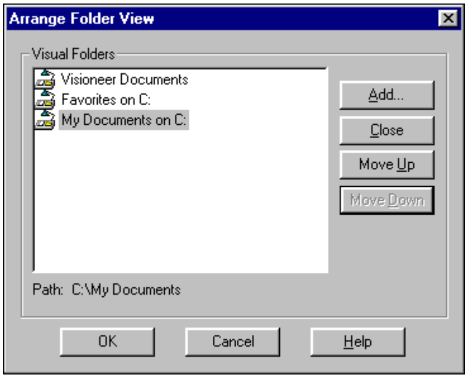
To arrange the folders:

1. From the **File** menu, choose **Arrange Folder View**. The Arrange Folder View dialog box appears.


Arrange Folder View
Visual Folders
Visioneer Documents
My Documents on C:
Favorites on C:
Add...
Close
Move Up
Move Down
OK
Cancel
Help

Path: C:\My Documents

2. To move a folder up in the list, select the folder and click the **Move Up** button. To move a folder down in the list, select the folder and click the **Move Down** button. The following example shows that the My Documents folder was moved down.



Visioneer Documents
Favorites on C:
My Documents on C:

Path: C:\My Documents

3. Click **OK**.

Note: You cannot change the position of the top folder, in this example Visioneer Documents, by using the Arrange Folder View dialog box. To change the position of this folder, click the Change Default Desktop Folder button in the Desktop Preferences.

WORKING WITH FOLDERS AND ITEMS

Often the folders you add contain subfolders to help organize your items. This section tells you about:

- Dragging and dropping items into folders
- Filing items in multiple locations
- Duplicating items
- Creating new folders
- Giving folders new titles
- Dragging and dropping folders into folders

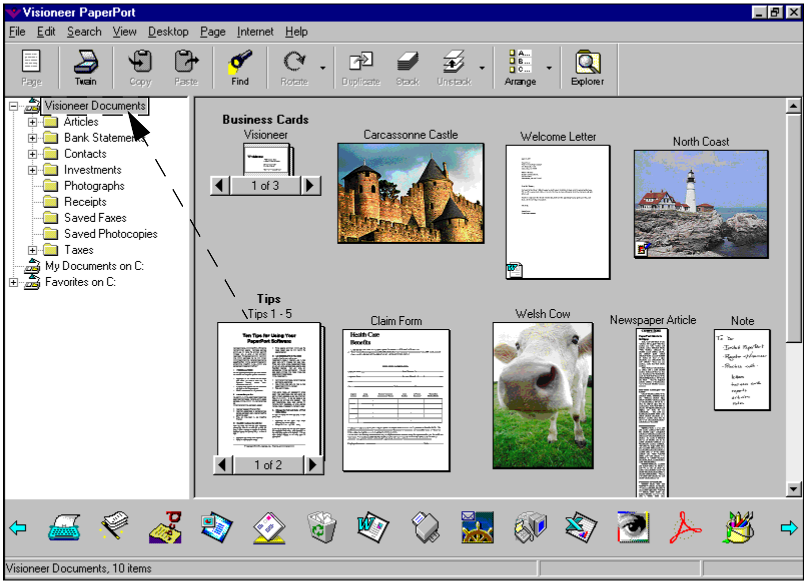
Note: The following procedures tell you how to work with folders and items from Desktop View. You can also use Windows Explorer to complete changes, such as retitling a folder and filing items in different folders. For more information, see "Using Windows Explorer to manage items," later in this chapter.

DRAGGING AND DROPPING ITEMS INTO FOLDERS

The easiest way to move an item into a folder is by dragging and dropping the item. You can file items one at a time, or you can file multiple selected items all at the same time.

To drag and drop an item into a folder:

1. Click an item shown on the Desktop.
2. Drag the selected item into another a folder.
3. When the folder is highlighted, release the mouse button.


Visioneer PaperPort
File Edit Search View Desktop Page Internet Help
Page
Twain
Copy
Paste
Find
Rotate
Duplicate
Stack
Unstack
Arrange
Explorer
Visioneer Documents
Articles
Bank Statements
Contacts
Investments
Photographs
Receipts
Saved Faxes
Saved Photocopies
Taxes
My Documents on C:
Favorites on C:
Business Cards
Visioneer
1 of 3
Carcassonne Castle
Welcome Letter
North Coast
Tips
\Tips 1 - 5
1 of 2
Claim Form
Welsh Cow
Newspaper Article
Note
Visioneer Documents, 10 items

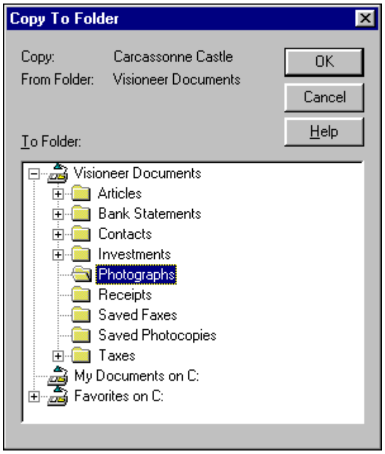
You can also put the selected item into a folder by using the Move to Folder command in the Desktop menu.

FILING ITEMS IN MULTIPLE LOCATIONS

To file the same item in multiple locations, such as in different folders, you can either create a copy of the item or create a shortcut for the item. (A shortcut is a great way to file an item in different places, without taking up the extra disk space required by a copied item.)

To create a copy of the item:

1. On the Desktop, select the item.
2. From the **Desktop** menu, choose **Copy to Folder**. The Copy To Folder dialog box appears.



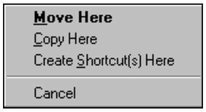
Copy: Carcassonne Castle
From Folder: Visioneer Documents

Copy To Folder
OK
Cancel
Help
To Folder:
Visioneer Documents
Articles
Bank Statements
Contacts
Investments
Photographs
Receipts
Saved Faxes
Saved Photocopies
Taxes
My Documents on C:
Favorites on C:

3. Select the folder in which you want to place the copied item, and then click **OK**. The Copy to Folder command creates a copy of the item and puts it into the new folder, but leaves the original item in its original folder.

To create a shortcut:

1. On the Desktop, right-click the item, and then while holding down the right mouse button, drag the item to the folder in which you want to file it. A short cut menu appears.



Move Here
Copy Here
Create Shortcut(s) Here
Cancel

2. Choose **Create Shortcut(s) Here**. The item remains in the original location, and a thumbnail representing the item appears in the other location. (The new thumbnail is really just a shortcut; the file has not been copied to the new location.)

Note: You can also create shortcuts for items by using Windows Explorer.

DUPLICATING ITEMS

Another way to file an item in multiple locations is to create a duplicate of the item in Desktop View. You can duplicate both PaperPort and non-PaperPort items. You can also use the Duplicate As PaperPort Item command to create a converted copy of a non-PaperPort item. For example, you can duplicate a Word file to create a copy of the Word file, or duplicate the Word file as a PaperPort item to convert the Word file to the PaperPort format.

After you convert a non-PaperPort item to PaperPort, you can take advantage of other features available only to PaperPort items, such as the annotation tools and the ability to create stacks.

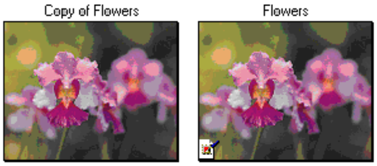
To create a duplicate of an item:

1. On the Desktop, select the item.
2. From the Desktop menu, choose **Duplicate Item**. The duplicated item appears on the Desktop, with the title, Copy *title.*

To duplicate an item as a PaperPort item:

1. On the Desktop, right-click the non-PaperPort item, such as a Word document. A short cut menu appears.
2. Choose **Duplicate as** PaperPort **Item**.

3. The duplicated item appears as a PaperPort item with the title Copy of *title*. For example, if you duplicate the Flowers item, the duplicated item is titled Copy of Flowers.

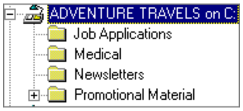


CREATING NEW FOLDERS

You can use PaperPort to create new subfolders for any of the folders you add to Folder View. For example, you could create a folder named Business and another one named Vacation as subfolders to your Travel folder. Then you could keep all your business travel receipts in one, and vacation travel receipts in the other. (You can also create folders using Windows Explorer. For more information, see "Using Windows Explorer to manage items," later in this chapter.)

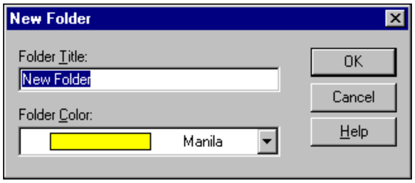
To create a folder:

1. Open the folder in which you want to create a new folder. For example, the following figure shows the Adventure Travel folder.



ADVENTURE TRAVELS on C:
- Job Applications
- Medical
- Newsletters
- Promotional Material

2. From the **File** menu, choose **New,** and then **Folder**. The New Folder dialog box appears.

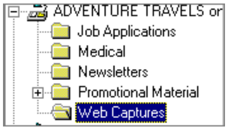


New Folder

Folder Title: New Folder

Folder Color: Manila

3. Type the new folder's title, choose a folder color, and then click **OK**. The following shows a new folder named Web Capture.


ADVENTURE TRAVELS on
Job Applications
Medical
Newsletters
Promotional Material
Web Captures

Tip: Use the Folder Preferences in the PaperPort Preferences dialog box to set up your preferred folder title and color. For more information about preferences, see the PaperPort Help.

GIVING FOLDERS NEW TITLES

It is a good idea to use descriptive titles to name each folder. You can retitle any folder, including the basic set of folders that you receive with PaperPort.

To give a folder a new title:

1. Click a folder to select it.
2. Click the folder's title to see the text box for editing the title.
3. Type the new title and press the **Enter** key or just click elsewhere on the Desktop.

You can also select the folder and choose Change Title from the File menu.

DRAGGING AND DROPPING FOLDERS INTO FOLDERS

Folders can be stored in other folders by dragging and dropping one folder into another.

Tip: Holding down the Ctrl key while dragging a folder into another folder creates a duplicate of the one you're dragging. This is a quick way to create a new folder, and can save time when you're creating a batch of new folders. When you're finished creating the folders, you can give each new one its own title. If the folder being duplicated already contains items, they are duplicated too.

To drag and drop one folder into another:

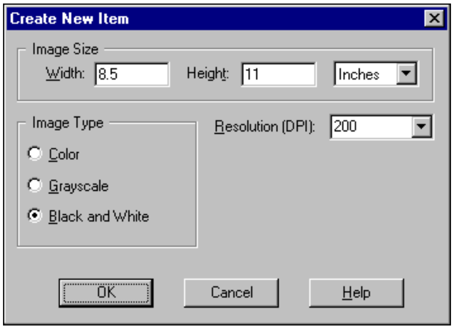
1. In Folder View, click a folder to select it.
2. Drag the selected folder onto another folder.
3. When the folder is highlighted, release the mouse button.

CREATING NEW ITEMS

In addition to creating new folders in Desktop View, you can create new items including PaperPort items and non-PaperPort items, such as Word or Excel files.

To create a new PaperPort item:

1. From the **File** menu, choose **New**, and then **Item**. The Create New Item dialog box appears.



Create New Item

Image Size

Width: 8.5 Height: 11 Inches

Image Type

○ Color

○ Grayscale

● Black and White

Resolution (DPI): 200

2. Type the width and height of the image that you want to create.
3. Select the image type and a resolution, and then click **OK**. The new PaperPort item appears in Desktop View.

To create a non-PaperPort item:

1. From the **File** menu, choose **New**, and then the application of the item that you want to create, such as Word.

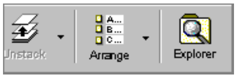
   PaperPort starts the application.
2. Create the file, such as by typing in a Word document, and then save the file. The item appears in Desktop View.

USING WINDOWS EXPLORER TO MANAGE ITEMS

The previous procedures tell you how to work with folders and items from Desktop View. You can also use Windows Explorer to complete changes, such as retitling a folder and filing items in different folders. The changes you make in Windows Explorer are directly reflected in Desktop View. Likewise, any changes you make in Desktop View are implemented in Windows Explorer.

To launch Windows Explorer and make changes:

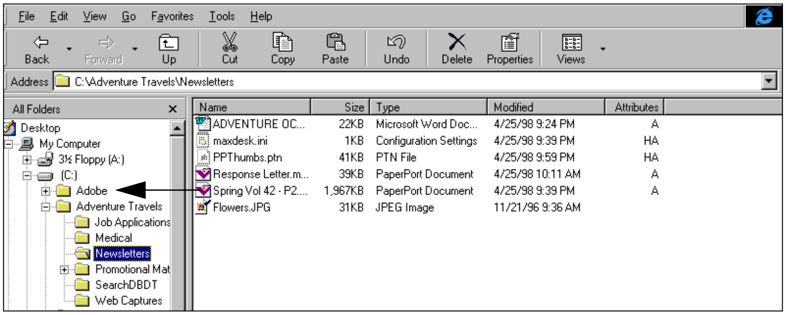
1. In Desktop View, click the **Explorer** button on the Command Bar.

   or

   From the Windows **Start** menu, choose **Programs**, and then **Windows Explorer**.

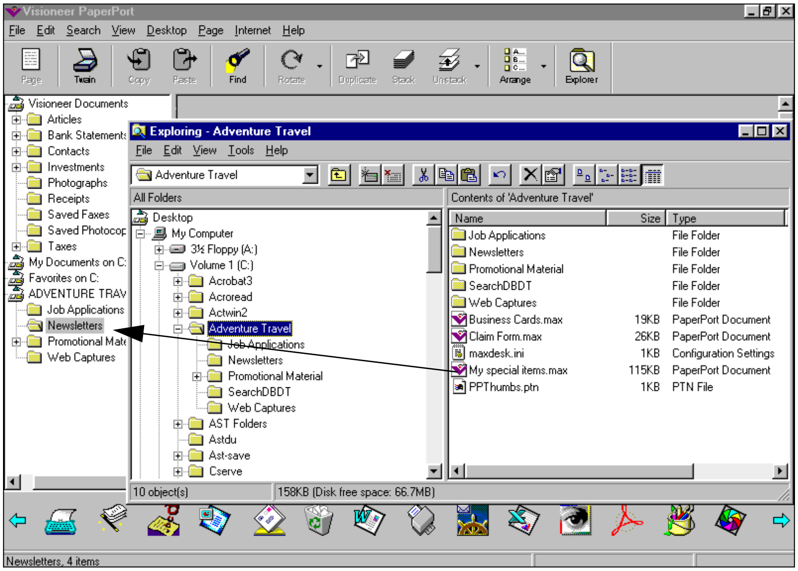
2. Using Windows Explorer, make changes to folders or items that are part of a folder added to Folder View. For example, you can create a new folder, retitle a folder, and drag and drop items into different folders.


File
Edit
View
Go
Favorites
Tools
Help
Back
Forward
Up
Cut
Copy
Paste
Undo
Delete
Properties
Views
All Folders
Desktop
My Computer
3½ Floppy (A:)
(C:)
Adobe
Adventure Travels
Job Applications
Medical
Newsletters
Promotional Mat
SearchDBDT
Web Captures

Address C:\Adventure Travels\Newsletters

Name	Size	Type	Modified	Attributes
ADVENTURE OC...	22KB	Microsoft Word Doc...	4/25/98 9:24 PM	A
maxdesk.ini	1KB	Configuration Settings	4/25/98 9:39 PM	HA
PPThumbs.ptn	41KB	PTN File	4/25/98 9:59 PM	HA
Response Letter.m...	39KB	PaperPort Document	4/25/98 10:11 AM	A
Spring Vol 42 - P2....	1,967KB	PaperPort Document	4/25/98 9:39 PM	A
Flowers.JPG	31KB	JPEG Image	11/21/96 9:36 AM	

You can also drag folders and items from Windows Explorer directly to PaperPort.


Visioneer PaperPort
File
Edit
Search
View
Desktop
Page
Internet
Help
Page
Twain
Copy
Paste
Find
Rotate
Duplicate
Stack
Unstack
Arrange
Explorer
Visioneer Documents
Articles
Bank Statements
Contacts
Investments
Photographs
Receipts
Saved Faxes
Saved Photocop
Taxes
My Documents on C:
Favorites on C:
ADVENTURE TRAV
Job Applications
Newsletters
Promotional Mate
Web Captures
Exploring - Adventure Travel
File
Edit
View
Tools
Help
Adventure Travel
All Folders
Desktop
My Computer
3½ Floppy (A:)
Volume 1 (C:)
Acrobat3
Acroread
Actwin2
Adventure Travel
Job Applications
Newsletters
Promotional Material
SearchDBDT
Web Captures
AST Folders
Astdu
Ast-save
Cserve

Contents of 'Adventure Travel'

Name	Size	Type
Job Applications		File Folder
Newsletters		File Folder
Promotional Material		File Folder
SearchDBDT		File Folder
Web Captures		File Folder
Business Cards.max	19KB	PaperPort Document
Claim Form.max	26KB	PaperPort Document
maxdesk.ini	1KB	Configuration Settings
My special items.max	115KB	PaperPort Document
PPThumbs.ptn	1KB	PTN File

10 object(s) 158KB (Disk free space: 66.7MB)

Newsletters, 4 items

3. If Desktop View is currently active, switch to the PaperPort Desktop View and refresh the information by choosing **Refresh** from the **View** menu. The changes you make in Windows Explorer are directly reflected in Desktop View. If you don't choose Refresh now, Desktop View is updated the next time SimpleSearch indexes information.

USING SIMPLESEARCH TO FIND AN ITEM

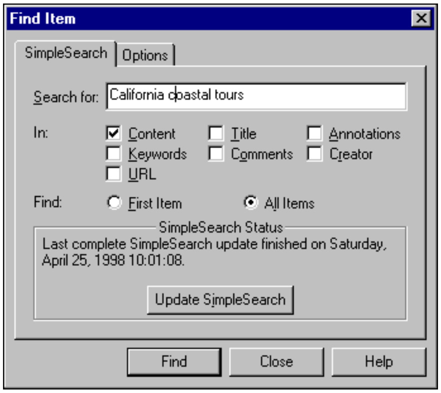
PaperPort's SimpleSearch features help you find items. SimpleSearch searches all the items–both PaperPort items and items created using other applications–that are in a folder listed in Folder View.

For example, if you recall the item's title or keywords, PaperPort can find the item based on that information. However, PaperPort also reads the entire text content of each item and can find items based on any words and phrases in the content. To use this powerful search feature, make sure that the Content check box is selected in the Find Item dialog box.

To use SimpleSearch to find an item in a folder:

1. In Desktop View, choose **Find Item** from the **Search** menu.
2. Type the text to identify the item.
3. Select one or more check boxes to identify where to search for the text.

4. Select the buttons to find just the first, or all items that have that text. Click **Find**.



Find Item

Search for: California coastal tours

In: ☑ Content ☐ Title ☐ Annotations ☐ Keywords ☐ Comments ☐ Creator ☐ URL

Find: ○ First Item ● All Items

SimpleSearch Status

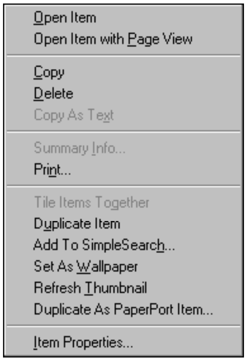
Last complete SimpleSearch update finished on Saturday, April 25, 1998 10:01:08.

SimpleSearch
Options
Update SimpleSearch
Find
Close
Help

In the SimpleSearch dialog box, you can:

- Click the Options tab to display several options for using SimpleSearch, including whether you want PaperPort to match the exact phrase you're looking for or to find text that closely matches. You can also indicate whether you want to search all folders, the current folder, or the current folder and its subfolders.
- Click the Update SimpleSearch button to read any items that haven't been read yet. This adds the items' text to the SimpleSearch database (which is similar to the index of this guide).

You can add specific items to the SimpleSearch database. Right-click an item, and then choose Add to SimpleSearch from the shortcut menu.



Open Item
Open Item with Page View
Copy
Delete
Copy As Text
Summary Info...
Print...
Tile Items Together
Duplicate Item
Add To SimpleSearch...
Set As Wallpaper
Refresh Thumbnail
Duplicate As PaperPort Item...
Item Properties...

This is particularly useful when you've scanned a number of items and filed them in a new folder. Right-click the folder and PaperPort begins adding the items' content to the SimpleSearch database.

Note: SimpleSearch works in the background, which means that PaperPort periodically indexes items' textual content even while you're working on other tasks.

For more information about SimpleSearch and using Summary Information in a search, see the PaperPort Help.

CHAPTER 4

Stacking PaperPort Items

Like many other busy people, you might sometimes put items on your desk without organizing them. When you finally do put them in order, you might stack the items by project, contact, or department. You use a method that helps you to quickly find the right stack.

With PaperPort you can electronically organize PaperPort items into stacks in much the same way that you do with paper documents. A stack is a PaperPort item with multiple pages. Expense reports, contracts, memos, letters, presentations, and other business materials are often two or more pages. You can stack and unstack these items electronically on the PaperPort Desktop. You cannot stack non-PaperPort items, such as Word or Excel thumbnails that appear in Desktop View.

This chapter tells you about:

- Combining items into stacks
- Giving titles to items and stacks
- Moving between stacked pages
- Unstacking items
- Tiling items

COMBINING ITEMS INTO STACKS

To stack pages, you can:

- Drag one page on top of the other
- Click the Stack button on the Command Bar
- Use the stack commands in the Desktop menu

You can also add stacks to other stacks. You cannot stack non-PaperPort items, such as Word or Excel thumbnail that appear in Desktop View.

USING DRAG AND DROP TO CREATE STACKS

1. In the Desktop View, select the item that you want to stack.

   This example shows stacking a cover letter on a newsletter.

   Cover Letter

Cover Letter
ADVENTURE
TRAVEL

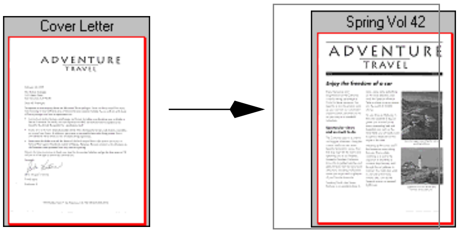
   Spring Vol 42

Spring Vol 42
ADVENTURE
TRAVEL
Enjoy the freedom of a car

2. Drag the selected item onto the item on which you want to stack it.
3. When the second item is highlighted, release the mouse button.

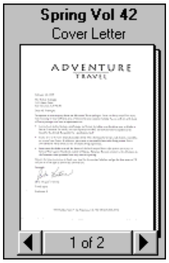
   Cover Letter

   Spring Vol 42


Cover Letter
ADVENTURE
TRAVEL
Spring Vol 42
ADVENTURE
TRAVEL
Enjoy the freedom of a car

The stack is created.

Spring Vol 42
Cover Letter



4. Repeat Steps 1 through 3 until you finish creating the stack.

A new stack receives the title of the item on the bottom of the stack. The stack title (“Spring Vol 42” in this case) is shown in boldface type. Each page title is shown in normal typeface (“Cover Letter” in the previous example).

Any PaperPort item on the PaperPort Desktop can be stacked onto any other PaperPort item. You can use drag and drop to stack pages onto other pages, stacks onto other stacks, pages onto stacks, and stacks onto pages. You can also use the Stack button on the Command Bar to stack items. Select them in the order that you want them stacked and click the Stack button.

SELECTING AND DESELECTING ITEMS

When stacking items, you need to select them. You can select one item at a time, or several items together.

To select or deselect a single item:

- To select the item, click its thumbnail in Desktop View. A red (or dark) line around an item indicates that it is selected.
- To deselect the item, click another item, or click anywhere else in Desktop View.

To select multiple items:

- Click each thumbnail while holding down the **Shift** key or the **Ctrl** key.

or

- Click an empty space on the PaperPort Desktop; then drag the mouse around the items that you want to select. Any item that is partially enclosed in the box, or that the box even touches, will be selected. Release the mouse button when the items you want are selected.

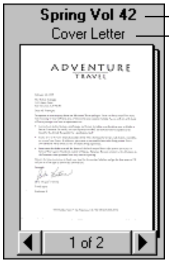
GIVING TITLES TO ITEMS AND STACKS

When you first scan or create a new item on the PaperPort Desktop, its title is the current date. If you prefer, you can change the format of the predefined date title, or define a custom title to use for all new items.

You can also change an individual title to something more descriptive, such as “Smithers Contract” or “Letter to Dr. Adams.” You can use as many as 30 characters for a title. The more descriptive the title, the easier it is to quickly find the item you want.

In addition to item titles, each page in a stack can have a title. You can choose to display the title of only the stack or the title of the stack and each page title in the stack.

The stack title and page titles both appear above the stack so that as you flip through the pages of a stack you can see each page’s title as well as the stack title.



The stack title is in boldface type.

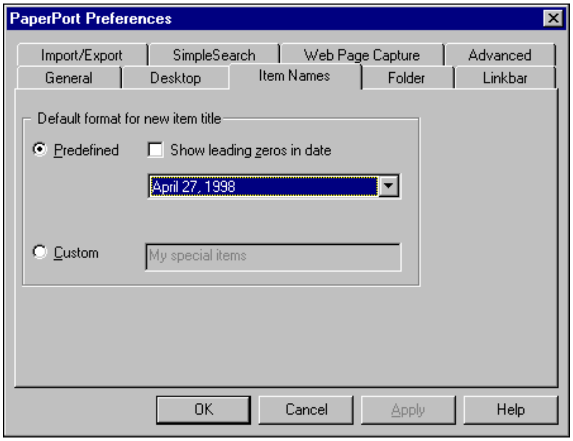
The page title is in normal type.

As you flip through the pages, each page’s title appears.

If you don’t want to see page titles with the stack titles, choose Per-Page Titles from the View menu to remove the check mark from the command. Or, from the Edit menu, choose Preferences, and then click the Desktop tab; uncheck the Show Stack Page Titles option.

To change the default date title for new items:

1. Choose **Preferences** from the **Edit** menu, and click the **Item Names** tab. The Item Names preferences appear. The Default title drop-down list shows the choices for a predefined date title.


PaperPort Preferences
Import/Export
SimpleSearch
Web Page Capture
Advanced
General
Desktop
Item Names
Folder
Linkbar
OK
Cancel
Apply
Help

Default format for new item title

● Predefined ☐ Show leading zeros in date

April 27, 1998

○ Custom My special items

2. Select the one you want and click **OK**.

To use a custom title:

1. Choose **Preferences** from the **Edit** menu, and click the **Item Names** tab.
2. Select the **Custom** option, type a title, and then click **OK**. You can type as many as 256 characters for the title.

To change a title in Desktop View:

1. Select the item or stack.
2. Click its title, or choose **Change Title** from the **File** menu.
3. Type the new title and press **Enter**.

To change a title in Page View:

- Choose Change Title from the File menu.

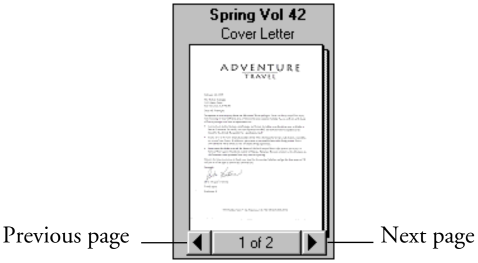
Duplicated items receive titles based on the original item. For example, the duplicate of a single-page item named “Invoice” will be “Copy of Invoice.” The duplicate of a page in a stack has the same name as the original page and it will not be part of the stack. This is an easy way to create a copy of a page while keeping the original stack intact. To create duplicates, select the item(s) and then from the Desktop menu choose Duplicate Item or Duplicate Current Page.

MOVING BETWEEN STACKED PAGES

Use the Page Navigators to move through the pages of a stack. You can also use the commands on the Page menu to move from page to page in a stack.

To move between pages in a stack in Desktop View:

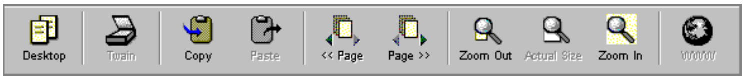
1. Select the stack.
2. Click the left arrow of the Page Navigator to see the previous page in the stack.
3. Click the right arrow of the Page Navigator to see the next page in the stack.



You can also move between pages by choosing the Page menu commands: First Page, Last Page, Previous Page, and Next Page. Or use the Go To Page command from the Page menu to move directly to any page in the stack. Clicking the middle of the Page Navigator (it says 1 of 2 in the example above) is a shortcut for choosing the Go To Page command.

To move between pages in a stack in Page View:

1. Display the stack in Page View.
2. Click the **Page >>** or **<< Page** button.


Desktop
Twain
Copy
Paste
<< Page
Page >>
Zoom Out
Actual Size
Zoom In
WWW

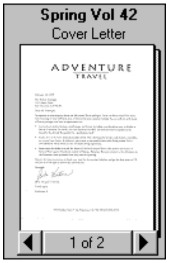
The menu commands to move between pages in Page View are also in the Page menu.

UNSTACKING ITEMS

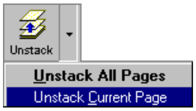
You can unstack pages in a stack if, for example, you want to move those pages to another stack, replace those pages with new ones, or delete them from the stack without disturbing the rest of the pages.

To unstack a single page:

1. Select the stack in Desktop View.
2. Click the Page Navigator to display the page you want to unstack.


Spring Vol 42
Cover Letter
ADVENTURE TRAVEL
1 of 2

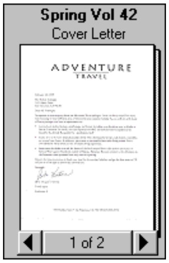
3. Click the arrow next to the **Unstack** button in the Command Bar, and then choose **Unstack Current Page**.


Unstack
Unstack All Pages
Unstack Current Page

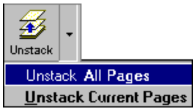
You can also choose **Unstack Current Page** from the **Desktop** menu.

To unstack all the pages in a stack:

1. Select the stack in Desktop View.


Spring Vol 42
Cover Letter
ADVENTURE
TRAVEL
1 of 2

2. Click the arrow next to the **Unstack** button in the Command Bar, and then choose **Unstack All Pages**.


Unstack
Unstack All Pages
Unstack Current Pages

You can also choose **Unstack** from the **Desktop**.

Each page of the stack becomes a separate item on the PaperPort Desktop.

TILING ITEMS

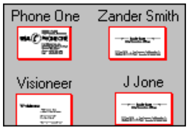
For smaller items, such as business cards, articles, and receipts, you can combine the items on the same page instead of stacking them as separate pages. This is called *tiling items* because the images are arranged on the page in a regular pattern like tiles on a floor.

For example, if you've scanned several small articles about a specific subject, you can tile them onto a page to see all the articles at once. Similarly, if you have several receipts from a business trip, you can tile them onto one page for easier record keeping. Tiling is also useful if you want to fax several smaller scanned items, because you can fax them all on a single page. Pages that are tiled can include both color and black-and-white items.

Another way to tile is by *tiling thumbnails*. This is similar to tiling items except that PaperPort reduces the size of each item to ensure that the items fit on one page. Tiling thumbnails is a great way to create a page or index of images, such as a page of photographs, similar to a photographer's contact sheet. You can create a thumbnail tile that includes both PaperPort and non-PaperPort items.

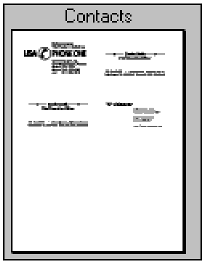
To tile items onto a single page:

1. Select the items in Desktop View.



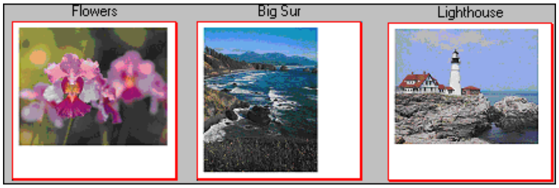
2. From the **Desktop** menu, choose **Tile Items Together**.

   PaperPort places as many items as will fit onto a page. (The original items still remain on the Desktop.) Images too big to fit on a single page are placed on the next page, creating a stack of pages. The default title used for creating stacks is applied to the page.



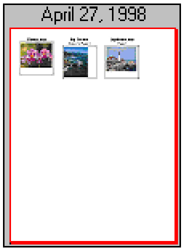
To tile thumbnails:

1. Select the items in Desktop View.



2. From the **Desktop** menu, choose **Tile Thumbnails**.

   A new item appears with the selected items tiled together as small thumbnails on a page, similar to a photographer's contact sheet. Items of different sizes are reduced relative to their original size. (The original items still remain on the Desktop.) The default title used for creating stacks is applied to the page.



CHAPTER 5

Capturing Web Pages

With Web Capture, you can easily add Web pages as PaperPort items directly to the Desktop View and update them the next time you connect to the Internet. For example, you can capture information about your favorite stocks and then update the information to reflect the latest numbers. A Web Capture is saved as a PaperPort item and the Web page text is included in SimpleSearch.

This chapter tells you how to take advantage of PaperPort's Web capturing features. You'll learn about:

- Using a supported browser
- Capturing Web pages
- Updating captured Web pages
- Viewing captured Web pages
- Searching Web pages using SimpleSearch

USING A SUPPORTED BROWSER

To capture Web pages, you need access to the Internet, such as through an Internet service provider. You also need one of the following browsers installed on your computer:

- Microsoft Internet Explorer (Version 3.0 or later)
- Netscape Navigator (Version 3.0 or later)

CAPTURING WEB PAGES

Capture Web pages to save images of one or more Web pages to the Desktop View as PaperPort items. You can save a portion of a Web page or save an entire Web page that contains several screens of information.

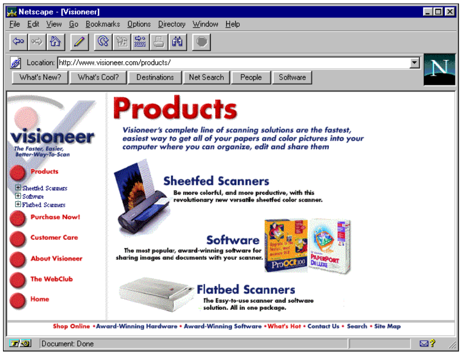
For example, when researching the daily flights to Hawaii provided by your favorite airline, you might want to capture just the portion of a Web page that shows the flight time tables. However, when you want a multi-page article or book summary for the current number one best-seller, you will want to capture the entire Web page.

Note: A captured Web page is a special PaperPort item that provides different viewing and update options. To identify it as a special item, your browser icon, such as Netscape Navigator or Internet Explorer, appears on the captured Web page thumbnail in Desktop View.

Tip: You might find it convenient to create a new folder that you can use to store all of your captured Web page.

To capture a Web page:

1. In the Folder View, select the folder in which you want to add a Web page.
2. Connect to the Internet and then display the Web page that you want to capture.


Netscape - [Visioneer]
File
Edit
View
Go
Bookmarks
Options
Directory
Window
Help
Location:
What's New?
What's Cool?
Destinations
Net Search
People
Software
N
visioneer
Products
Sheetfed Scanners
Software
Flatbed Scanners
Purchase Now!
Customer Care
About Visioneer
The WebClub
Home
ProOCR100
PaperPort Deluxe
Shop Online • Award-Winning Hardware • Award-Winning Software • What's Hot • Contact Us • Search • Site Map
Document: Done

http://www.visioneer.com/products/

The Faster, Easier, Better-Way-To-Scan

Products

Visioneer's complete line of scanning solutions are the fastest, easiest way to get all of your papers and color pictures into your computer where you can organize, edit and share them

Sheetfed Scanners

Be more colorful, and more productive, with this revolutionary new versatile sheetfed color scanner.

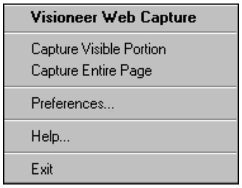
Software

The most popular, award-winning software for sharing images and documents with your scanner.

Flatbed Scanners

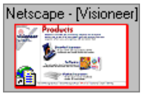
The Easy-to-use scanner and software solution. All in one package.

3. Right-click the **Web Capture** icon in the Windows taskbar. The Web Capture menu appears.

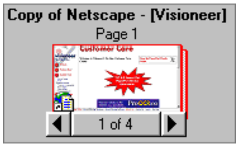

Visioneer Web Capture
Capture Visible Portion
Capture Entire Page
Preferences...
Help...
Exit

4. To capture an entire web page or a portion of a Web page, use one of the following:
   - To capture only the visible portion of a Web page, choose **Capture Visible Portion**.
   - To capture a page from the visible portion to the end of the Web page, choose **Capture Entire Page**.
   - To capture a complete Web page, scroll to the beginning of the Web page, and then choose **Capture Entire Page**.

   The Web page is saved as a special PaperPort item identified by your browser's application icon. If you capture a portion of a Web page, it appears as a single item. If you capture an entire page that contains several screens of information, it appears as a stack.


Netscape - [Visioneer]

A portion of a Web page.


Copy of Netscape - [Visioneer]
Page 1
1 of 4

An entire Web page.

Tip: To set Web Capture preferences, right-click the Web Capture icon in the taskbar, and then choose Preferences. For more information about preferences, see the PaperPort Help.

UPDATING CAPTURED WEB PAGES

You can update a captured Web page or choose to save a copy of an updated Web page. If you have changed the captured Web page, such as by editing it in Page View, you cannot automatically update it.

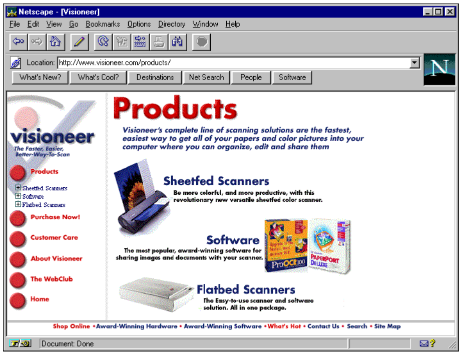
To update a captured Web page:

1. Connect to the Internet.

2. In Desktop View, double-click the Web page item, such as the following example.

Netscape - [Visioneer]

A view of the Web page as it currently exists on the Internet appears in your browser.


Netscape - [Visioneer]
File Edit View Go Bookmarks Options Directory Window Help
Location: http://www.visioneer.com/products/
What's New? What's Cool? Destinations Net Search People Software
visioneer
The Faster, Easier, Better-Way-To-Scan
Products
Sheetfed Scanners
Software
Flatbed Scanners
Purchase Now!
Customer Care
About Visioneer
The WebClub
Home
Shop Online • Award-Winning Hardware • Award-Winning Software • What's Hot • Contact Us • Search • Site Map
Document: Done

Products

Visioneer's complete line of scanning solutions are the fastest, easiest way to get all of your papers and color pictures into your computer where you can organize, edit and share them

Sheetfed Scanners

Be more colorful, and more productive, with this revolutionary new versatile sheetfed color scanner.

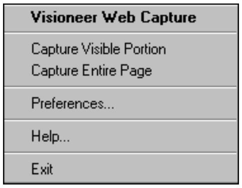
Software

The most popular, award-winning software for sharing images and documents with your scanner.

Flatbed Scanners

The Easy-to-use scanner and software solution. All in one package.

3. To update the page, right-click the **Web Capture** icon. The Web Capture menu appears.


Visioneer Web Capture
Capture Visible Portion
Capture Entire Page
Preferences...
Help...
Exit

4. Choose **Capture Visible Portion** or **Capture Entire Page**, depending on the currently captured Web page. For example, to update a captured Web page stack, you choose Capture Entire Page. A message appears asking if you want to update the page or create a new one.
5. To update your current capture, click **Update Existing**. The page is updated. To create another Web page capture (leaving the originally captured Web page as is), click **Create New**. A copy of the captured Web page appears in Desktop View.

Tip: To see the URL of a captured Web page, right-click the Web Page in Desktop View, and then choose Summary Info.

VIEWING CAPTURED WEB PAGES

You can view a captured Web page either in Page View or by using your browser.

To view a captured Web page in Page View:

- In Desktop View, Shift-double-click the captured Web page. The Web page appears in Page View. You can add annotations to the Web page or edit the image just like you would any other PaperPort item.

Note: If you make changes to the Web page, such as by adding annotations, you cannot update the page as described in “Updating captured Web pages,” earlier in this chapter.

To view a captured Web page in the browser:

- In Desktop View, double-click the Web page item, or view the item in Page View, and then click the **WWW** icon on the Command Bar. Your Web browser is launched and the Web page appears.

Tip: If you are viewing a captured Web page in Page View, you can also choose Open Page in Browser from the Page menu to see the page in your browser.

SEARCHING WEB PAGES USING SIMPLESEARCH

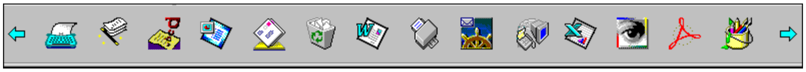
After you add a Web page to the Desktop View, you can include the page in your searches by using the SimpleSearch feature. For more information about SimpleSearch, see Chapter 3, "Filing Items."

CHAPTER 6

Using Links

You can send an item from PaperPort to another application by using a PaperPort link. PaperPort automatically displays icons for linked applications on the Link Bar. The Link Bar shows such applications as word processing, spreadsheet, electronic fax, e-mail, graphics, OCR, and online services on the Link Bar.

The following figure shows a sample Link Bar in PaperPort:



This chapter describes:

- The basic steps for using links
- Setting a link’s preferences
- Managing the Link Bar

THE BASIC STEPS FOR USING LINKS

When you send an item to a linked application, PaperPort processes the item, the application starts, and the item appears in the application. For example, if you send the item to the word-processing link, PaperPort’s OCR software converts the item to text and displays the item as text in the word-processing software.

The links are available on the Link Bar and the Links menu.

Note: If you use a supported application and its link does not appear on the Link Bar, you can create a new link and add the application to the Link Bar. To do this, right-click the top of the Link Bar and choose Create New Link. See the PaperPort Help for more information.

To send a PaperPort item to a link in Desktop View:

1. Make sure all the item(s) to send appear in Desktop View.
2. Drag and drop the item onto the appropriate link on the Link Bar.

   or

   From the **File** menu, choose **Links**, and then select the appropriate linked application from the Links submenu.

Tip: Because the Link Bar is not available in Page View, you must use the Links submenu to send an item to a linked application.

   The linked application starts.

3. Use the linked application as you usually do.

   If you send an item to a link and the link is the item's native application, such as a Word thumbnail to the Word link, the native application starts and loads the file.

With some links, you can update the item in the application, save the file, and see the changes on the PaperPort Desktop. For example, if you drag a JPEG item from the PaperPort Desktop to the Adobe Photoshop link, you can make edit it Photoshop. Save the changes in Photoshop. When you exit Photoshop, the original JPEG file on the PaperPort Desktop is updated.

SETTING A LINK'S PREFERENCES

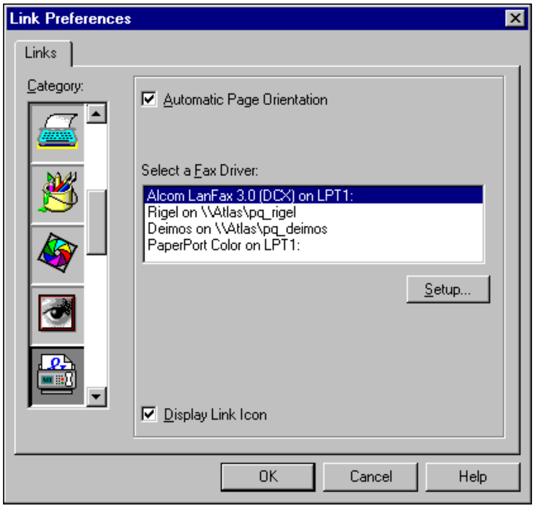
A link's preferences determine how a link operates. For example, with the word-processing link, the preferences determine in which file format the PaperPort saves the converted file. For the Microsoft Word link, you might create an rich text format (RTF) file rather than a DOC file.

Each link's preferences are preset, but you can customize them for how you want the link to work. While the preferences are different for each link, how you display them is basically the same.

To set a link's preferences:

1. Right-click the link icon on the Link Bar and choose **Preferences**.

   The Link Preferences dialog box appears and displays the preferences for the selected link. The following figure shows a sample of the link preferences.



☑ Automatic Page Orientation

Select a Fax Driver:

Alcom LanFax 3.0 (DCX) on LPT1:
Rigel on \\Atlas\pq_rigel
Deimos on \\Atlas\pq_deimos
PaperPort Color on LPT1:

☑ Display Link Icon

2. Select the options you want and click **OK**.

   Some of the link preferences, such as the word-processing and spreadsheet link, are described in other chapters in this guide. Because PaperPort supports many links, the preferences for each link are not described, but should be easy to select if you are familiar with the linked application.

MANAGING THE LINK BAR

The Link Bar appears at the bottom of Desktop View and operates much like a separate application. To make it easier to work with links, you can manage the Link Bar including:

- Changing how links appear on the Link Bar
- Showing and hiding the Link Bar
- Removing a link from the Link Bar
- Reordering links on the Link Bar

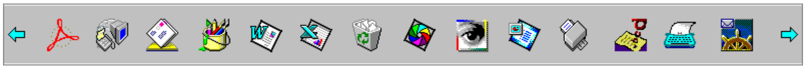
Click the scroll buttons on each side of the Link Bar to see other icons that are not displayed. In addition, you can rearrange the icons on the Link Bar so that the links you use more frequently come first. For more information, see the PaperPort Help.

Tip: Sometimes an application's link does not appear on the Link Bar. You can add the link to the Link Bar by right-clicking the top of the Link Bar and choosing Create New Link.

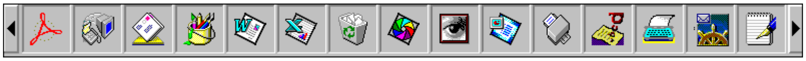
CHANGING HOW LINKS APPEAR ON THE LINK BAR

The Link Bar properties determine how the link icons appear on the Link Bar and other Link Bar features. The following figures show the three ways of displaying the icons on the Link Bar:

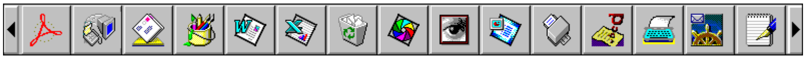
- Hover



- Sunken

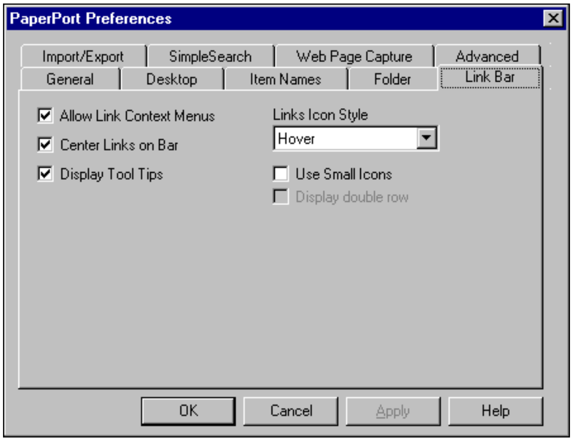


- Raised



To set the Link Bar properties:

1. From the **Edit** menu, choose **Preferences**. The PaperPort Preferences dialog box appears.
2. Click the **Link Bar** tab. The Link Bar preferences appear.



PaperPort Preferences

Import/Export
SimpleSearch
Web Page Capture
Advanced
General
Desktop
Item Names
Folder
Link Bar

☑ Allow Link Context Menus

☑ Center Links on Bar

☑ Display Tool Tips

Links Icon Style: Hover

☐ Use Small Icons

☐ Display double row

OK
Cancel
Apply
Help

3. From the Links Icon Style drop-down list, choose the style you want.
4. Select the other properties you want.
5. To see the results without closing the properties dialog box, click **Apply**.
6. Click **OK** to close the dialog box.

SHOWING AND HIDING THE LINK BAR

You can hide the Link Bar when you want more room for viewing items on the PaperPort Desktop.

To show or hide the Link Bar:

1. From the **View** menu, choose **Link Bar**.

   When the Link Bar command is checked, the Link Bar appears. If the check mark is gone, the Link Bar is hidden.

2. From the **View** menu, choose **Link Bar** again to redisplay the Link Bar.

REMOVING A LINK FROM THE LINK BAR

Sometimes you have a link you don't use that you want to remove from the Link Bar. You can use an option in the Link Preferences to hide the link icon. Removing the link icon does not delete the linked application from your computer.

To remove a link from the Link Bar:

1. Right-click the link icon on the Link Bar and choose Preferences.

   The Link Preferences dialog box appears with the link selected.

2. Deselect **Display Link Icon**.
3. Click **OK**.

   The link icon does not appear on the Link Bar.

REORDERING LINKS ON THE LINK BAR

You can rearrange the icons on the Link Bar so that the links are in the order you prefer.

To rearrange the icons on the Link Bar:

1. Press and hold down the **Alt** key.
2. Drag the link icon you want to the new position on the Link Bar.
3. Release the mouse button to place the link at the new position.

   The other links move to the right.

CHAPTER 7

Sending a Fax or E-Mail Message

If you have fax and e-mail software on your computer, you can send an item directly from PaperPort. You do not need to print the item first.

If you want to add some notes to a fax, but don't want to mark up the original, you can annotate the item using PaperPort's annotation tools. The annotations can be hidden before the item is sent, in case you don't want someone to see your comments on it. See Chapter 11, "Annotating a Page," for the steps to create annotations and to display or hide them.

OVERVIEW

You can send any PaperPort or non-PaperPort item to the e-mail or fax link. It doesn't matter if that item is a .MAX file or an item displayed on the PaperPort Desktop from another application, such as Word, Photoshop, PowerPoint, or Excel.

To send a fax or e-mail message from Desktop View:

1. Select an item and drag it onto the **fax** or **e-mail** link icon.

   or

   From the **File** menu, choose **Links**, and then choose the fax or e-mail application from the Links submenu.

   The fax or e-mail application starts.

2. Use the fax or e-mail application as you would usually do.

Note: You can also use the ScanDirect application to send an item directly to the e-mail or fax application. See Chapter 9, "Using ScanDirect," to send items with ScanDirect.

SENDING AN ITEM AS A FAX

To send an item as a fax, your computer will need:

- A fax modem
- Fax software

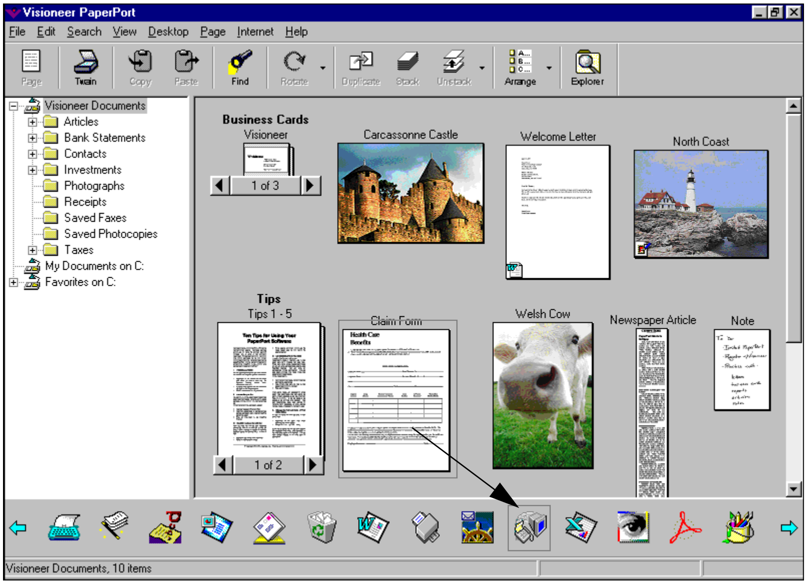
To send an item as a fax from Desktop View:

1. Select the item to fax.
2. Drag the item onto the **fax link** icon on the Link Bar.

   or

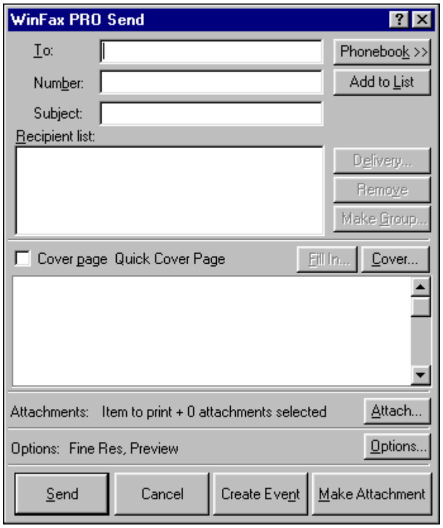
   Click the **fax link** icon.

3. When the fax link icon is highlighted, release the mouse button.


Visioneer PaperPort
File Edit Search View Desktop Page Internet Help
Page
Twain
Copy
Paste
Find
Rotate
Duplicate
Stack
Unstack
Arrange
Explorer
Visioneer Documents
Articles
Bank Statements
Contacts
Investments
Photographs
Receipts
Saved Faxes
Saved Photocopies
Taxes
My Documents on C:
Favorites on C:
Business Cards
Visioneer
1 of 3
Carcassonne Castle
Welcome Letter
North Coast
Tips
Tips 1 - 5
1 of 2
Claim Form
Welsh Cow
Newspaper Article
Note

Visioneer Documents, 10 items

4. When your fax software starts, use the fax software as you usually do. The following shows the dialog box that appears for Symantec WinFax.


WinFax PRO Send
To:
Number:
Subject:
Phonebook >>
Add to List
Recipient list:
Delivery...
Remove
Make Group...
Fill In...
Cover...
Attach...
Options...
Send
Cancel
Create Event
Make Attachment

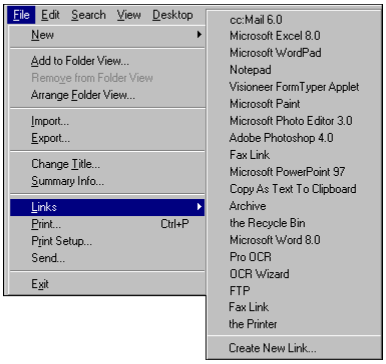
☐ Cover page Quick Cover Page

Attachments: Item to print + 0 attachments selected

Options: Fine Res, Preview

To send a scanned item as a fax from Page View:

1. Display the item in Page View that you want to fax.
2. From the **File** menu, choose **Links**.


File
Edit
Search
View
Desktop
New
Add to Folder View...
Remove from Folder View
Arrange Folder View...
Import...
Export...
Change Title...
Summary Info...
Links
Print... Ctrl+P
Print Setup...
Send...
Exit
cc:Mail 6.0
Microsoft Excel 8.0
Microsoft WordPad
Notepad
Visioneer FormTyper Applet
Microsoft Paint
Microsoft Photo Editor 3.0
Adobe Photoshop 4.0
Fax Link
Microsoft PowerPoint 97
Copy As Text To Clipboard
Archive
the Recycle Bin
Microsoft Word 8.0
Pro OCR
OCR Wizard
FTP
Fax Link
the Printer
Create New Link...

3. Choose the name of your fax software.

   The fax software starts, and you can send the item.

Note: In the menu, an option named Fax Link is listed. That option is for fax software that isn't listed by name on the menu, or for which an icon does not appear on the Link Bar.

SENDING AN ITEM WITH AN E-MAIL MESSAGE

To send items as attachments to e-mail messages, your computer will need:

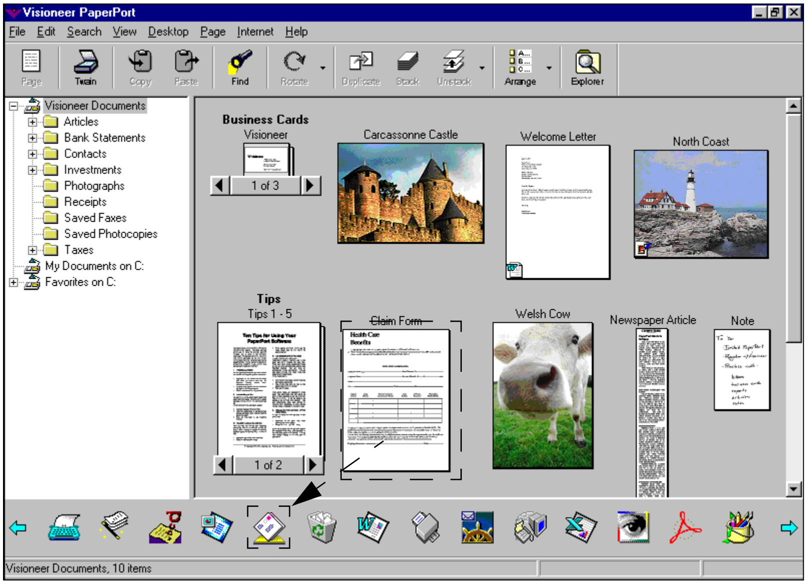
- An e-mail account
- E-mail software

When you send an item to the e-mail link, PaperPort attaches it to the e-mail message but in its original format. For example, a Word file is attached as a .DOC file.

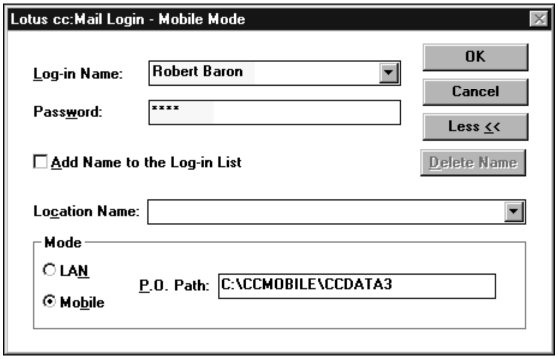
To send an item as an e-mail attachment from Desktop View:

1. Select the item to send.
2. Drag the item onto the **e-mail link** icon on the Link Bar.

   You can also click the e-mail link icon.
3. When the e-mail link icon is highlighted, release the mouse button.


Visioneer PaperPort
File Edit Search View Desktop Page Internet Help
Page
Twain
Copy
Paste
Find
Rotate
Duplicate
Stack
Unstack
Arrange
Explorer
Visioneer Documents
Articles
Bank Statements
Contacts
Investments
Photographs
Receipts
Saved Faxes
Saved Photocopies
Taxes
My Documents on C:
Favorites on C:
Business Cards
Visioneer
1 of 3
Carcassonne Castle
Welcome Letter
North Coast
Tips
Tips 1 - 5
1 of 2
Claim Form
Welsh Cow
Newspaper Article
Note
Visioneer Documents, 10 items

4. The e-mail software opens. Log in and send the item as an attachment to an e-mail message.


Lotus cc:Mail Login - Mobile Mode
OK
Cancel
Less <<
Delete Name

Log-in Name: Robert Baron

Password: ****

☐ Add Name to the Log-in List

Location Name:

Mode

○ LAN

● Mobile

P.O. Path: C:\CCMOBILE\CCDATA3

This example shows the login window for Lotus cc:Mail. The login window that appears on your computer will be for your e-mail software.

To send the item over the Internet, drag it onto your Internet e-mail link icon, such as the Netscape Navigator e-mail icon (as shown to the left).

Note: Instead of using the link icons from Desktop View, you can also choose Links from the File menu, and then choose the name of your e-mail or Internet e-mail software. The software opens, and you can send the item as an attachment to an e-mail message.

SENDING A SELF-VIEWING FILE USING AN E-MAIL LINK

Sometimes you want to send an item to another person who does not own PaperPort or the application that created a non-PaperPort item. For example, you might want a co-worker to review a memo you wrote using Word or you might want to share the information in a captured Web page with a friend. With the Save As Self Viewing format you can easily attach an item (both PaperPort and non-PaperPort) to an e-mail message as a self-viewing file. The recipient of the message simply double-clicks the attachment to view the file.

You can create a self-viewing file from black-and-white, grayscale, and color images. If the image contains any annotations, they also appear on the image.

Tip: To automatically convert all e-mail attachments to self-viewing files, select the Convert All Files When Possible option and the Self Viewing Files format option from the Links preferences for your e-mail link application.

To create an e-mail message and attach a self-viewing file:

1. In Desktop View, select the item you want to attach to the e-mail message.
2. From the **File** menu, choose **Export**.

   The Export As dialog box appears.

3. Select **Self Viewing Files (*.EXE)** from the **Save as Type** drop-down list.
4. Type the name of the file in File Name.
5. Click **Save As**.

   PaperPort saves the file with the extension .EXE.
6. Use the e-mail link to send the item as an attachment to an e-mail message. For more information about sending an e-mail message, see "Sending an item with an e-mail message."

   When the recipient receives the e-mail message, he or she double-clicks the .EXE file to start the mini-viewer and see the attached file. The mini-viewer has many navigation features similar to the ones in Page View.

Tip: In Page View, choose the Save As command to save an item as a self-viewing file.

CHAPTER 8

Converting Items to Text With OCR

PaperPort items, such as scanned documents, are images. Even the text on a scanned item is simply a picture of the text, which you can't edit as you would edit text in a word-processing document. Using PaperPort's built-in OCR (optical character recognition) application, you can convert text "images" into real text that you can then edit using a word-processing application, such as Microsoft Word.

If you already own another OCR application, you can use either it or PaperPort's built-in OCR application to convert items to editable text.

This chapter tells you about:

- What is OCR
- Converting an item to text
- Converting part of a page to text
- Converting a scanned spreadsheet to text
- Converting an item using another OCR application
- Setting the Visioneer OCR preferences

WHAT IS OCR

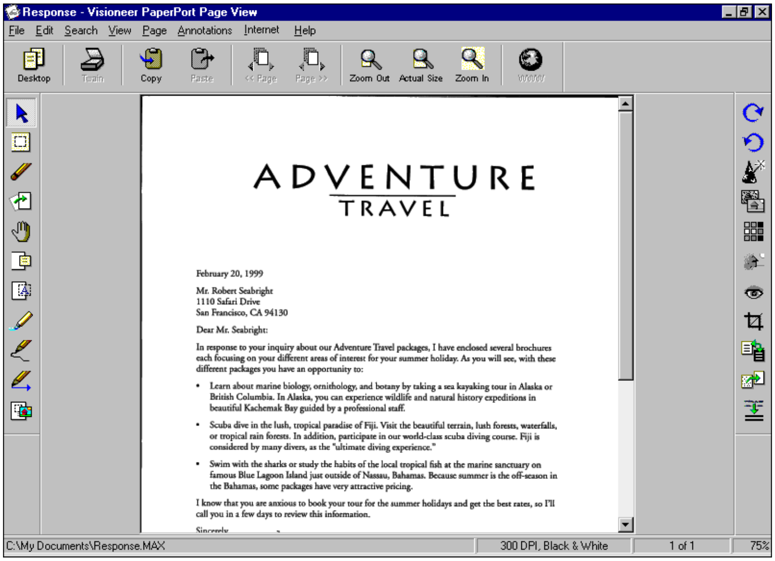
OCR is the computer's way of recognizing that a picture of an "S" is really the letter S, that the picture of a "W" is really the letter W, and so on for each letter's picture in a scanned item.

The OCR application looks at each letter on a page, and if it recognizes the letter's shape converts it into the appropriate text character. When the analysis of the page is complete, the OCR application puts the text characters onto a page in about the same format as the pictures of text on the original scanned item.

The page is now a document containing text that a word-processing application can recognize. You can then edit the text as you normally would when word-processing a document.

The process is not always perfect. If the item contains smudges or handwritten notes, the OCR application tries to analyze them but, of course, is not always able to make a suitable match. For that reason, you should carefully check the converted document to correct any mistakes that the OCR application makes. You should also start with as clean as document as possible, such as by scanning at a higher resolution.

Here's an example of a scanned document: The scanned words on this page are not text. The words are pictures of text, and can't be edited in a word-processing application. For example, if you tried to select a line of text to reformat it, you would not be able to do it.


Response - Visioneer PaperPort Page View
File
Edit
Search
View
Page
Annotations
Internet
Help
Desktop
Twain
Copy
Paste
<< Page
Page >>
Zoom Out
Actual Size
Zoom In
WWW
C:\My Documents\Response.MAX
300 DPI, Black & White
1 of 1
75%

ADVENTURE
TRAVEL

February 20, 1999

Mr. Robert Seabright
1110 Safari Drive
San Francisco, CA 94130

Dear Mr. Seabright:

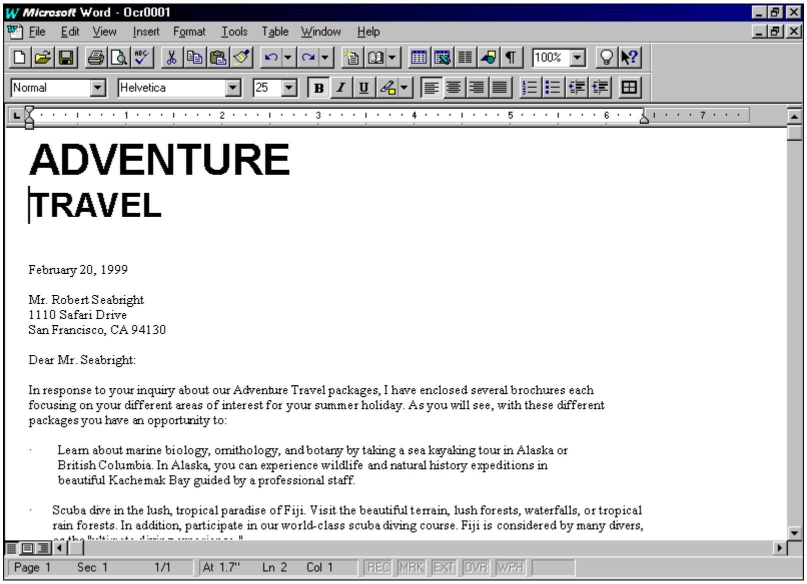
In response to your inquiry about our Adventure Travel packages, I have enclosed several brochures each focusing on your different areas of interest for your summer holiday. As you will see, with these different packages you have an opportunity to:

- Learn about marine biology, ornithology, and botany by taking a sea kayaking tour in Alaska or British Columbia. In Alaska, you can experience wildlife and natural history expeditions in beautiful Kachemak Bay guided by a professional staff.
- Scuba dive in the lush, tropical paradise of Fiji. Visit the beautiful terrain, lush forests, waterfalls, or tropical rain forests. In addition, participate in our world-class scuba diving course. Fiji is considered by many divers, as the "ultimate diving experience."
- Swim with the sharks or study the habits of the local tropical fish at the marine sanctuary on famous Blue Lagoon Island just outside of Nassau, Bahamas. Because summer is the off-season in the Bahamas, some packages have very attractive pricing.

I know that you are anxious to book your tour for the summer holidays and get the best rates, so I'll call you in a few days to review this information.

Sincerely

After being processed with the OCR application, the pictures of the text are now “real” text that a word-processing application recognizes. You can select text, as shown here, to edit it. This example shows how the converted text would appear in Microsoft Word.



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- Scuba dive in the lush, tropical paradise of Fiji. Visit the beautiful terrain, lush forests, waterfalls, or tropical rain forests. In addition, participate in our world-class scuba diving course. Fiji is considered by many divers,

CONVERTING AN ITEM TO TEXT

To convert an item to text, you first place the item into PaperPort, such as by scanning a document to PaperPort. Then you use a word-processing link and the built-in OCR application to convert the item to text. You can convert an item to text from either Desktop View or Page View.

To convert an item from Desktop View:

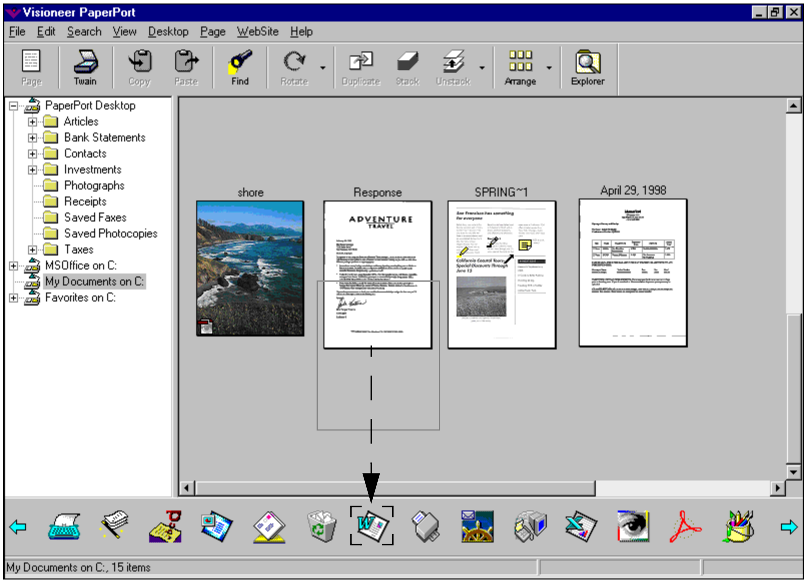
1. Select the item to convert. It can be a single page or a stack.
2. Drag the item onto a **word-processing link**, such as Microsoft Word, on the Link Bar.

   You can also click the link icon.

Note: If you drag a Word item to the Word link, the built-in OCR application is not used. Instead, PaperPort launches Word and opens the item in it.

---

3. When the word-processing link icon is highlighted, release the mouse button.

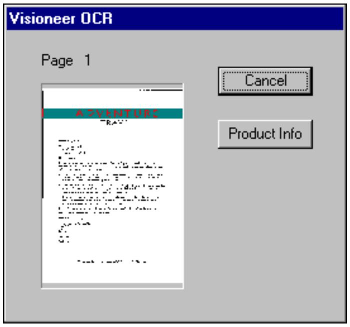

Visioneer PaperPort
File Edit Search View Desktop Page WebSite Help
Page
Twain
Copy
Paste
Find
Rotate
Duplicate
Stack
Unstack
Arrange
Explorer
PaperPort Desktop
Articles
Bank Statements
Contacts
Investments
Photographs
Receipts
Saved Faxes
Saved Photocopies
Taxes
MSOffice on C:
My Documents on C:
Favorites on C:
shore
Response
SPRING~1
April 29, 1998
My Documents on C:, 15 items

Note: This example shows the steps for using PaperPort's built-in OCR application and sending the converted text directly to a word-processing application, in this case Word. If you have another OCR application on your computer, you can send the text to it instead. For more information, see "Converting an item using another OCR application," later in this chapter.

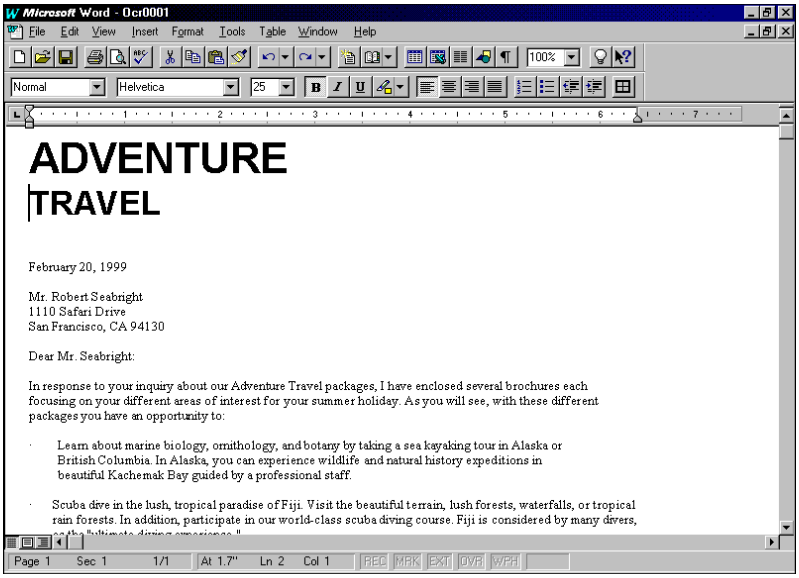
If the item is a stack, all pages are converted. To convert a single page of a stack, first use the Unstack Current Page command from the Unstack button on the Command Bar, and then convert it.

Instead of using a word-processing link icon, you can also choose Links from the File menu, and then choose the name of the link that you want to use. The conversion process begins.

4. The OCR application shows a progress window while the conversion is in process.


Visioneer OCR
Page 1
Cancel
Product Info

5. When the conversion is complete, the linked application opens and you can begin editing the text.


Microsoft Word - Ocr0001
File
Edit
View
Insert
Format
Tools
Table
Window
Help
100%
Normal
Helvetica
25
Page 1
Sec 1
1/1
At 1.7"
Ln 2
Col 1
REC
MRK
EXT
OVR
WPH

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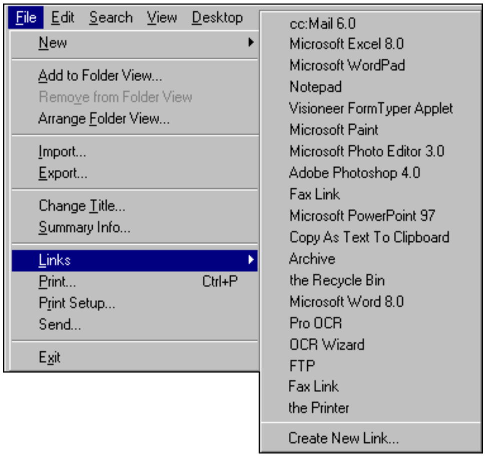
Note: PaperPort's built-in OCR application has an option to convert text to an HTML format so that you can display the text on an Internet Web page. To convert to HTML, choose HTML as the document format in the Link Preferences for your word-processing link.

To convert an item to text from Page View:

1. Display the item in Page View that you want to convert.
2. From the **File** menu, choose **Links**.
3. Choose the name of your word-processing application.


File
Edit
Search
View
Desktop
New
Add to Folder View...
Remove from Folder View
Arrange Folder View...
Import...
Export...
Change Title...
Summary Info...
Links
Print... Ctrl+P
Print Setup...
Send...
Exit
cc:Mail 6.0
Microsoft Excel 8.0
Microsoft WordPad
Notepad
Visioneer FormTyper Applet
Microsoft Paint
Microsoft Photo Editor 3.0
Adobe Photoshop 4.0
Fax Link
Microsoft PowerPoint 97
Copy As Text To Clipboard
Archive
the Recycle Bin
Microsoft Word 8.0
Pro OCR
OCR Wizard
FTP
Fax Link
the Printer
Create New Link...

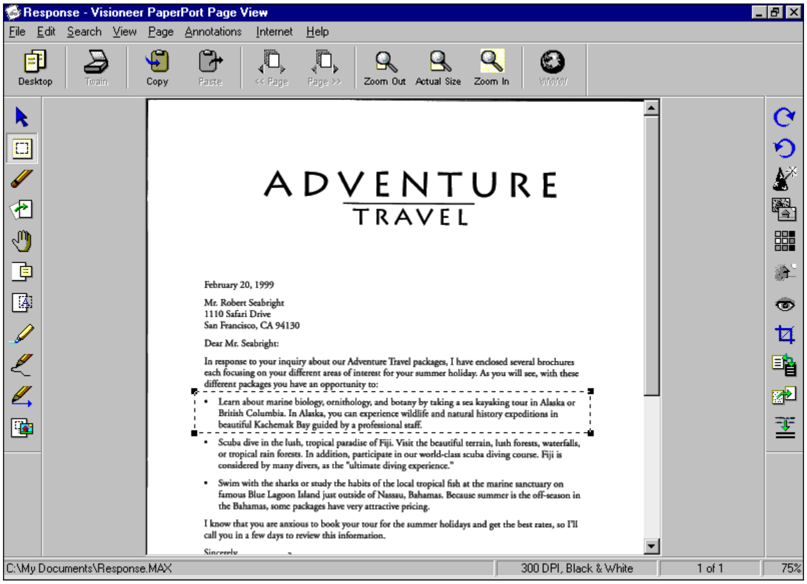
The OCR conversion begins. If the item is a stack, all of its pages are converted. To convert a single page of a stack, unstack that page from the stack first; then convert it.

CONVERTING PART OF A PAGE TO TEXT

If you want to convert only part of a page to text and copy it automatically to the Clipboard, use the Copy As Text feature.

To convert a portion of a page to text:

1. Display the page in Page View.
2. Click the **Selection** tool on the Annotation tool bar.
3. Drag around the portion of text you want to convert.
4. From the **Edit** menu, choose **Copy As Text**.


Response - Visioneer PaperPort Page View
File
Edit
Search
View
Page
Annotations
Internet
Help
Desktop
Twain
Copy
Paste
<< Page
Page >>
Zoom Out
Actual Size
Zoom In
WWW
C:\My Documents\Response.MAX
300 DPI, Black & White
1 of 1
75%

ADVENTURE
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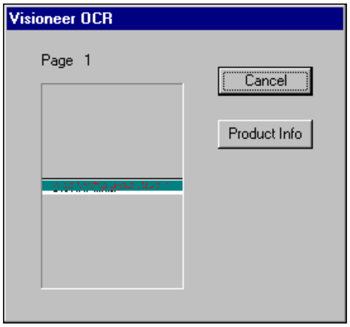
- Swim with the sharks or study the habits of the local tropical fish at the marine sanctuary on famous Blue Lagoon Island just outside of Nassau, Bahamas. Because summer is the off-season in the Bahamas, some packages have very attractive pricing.

I know that you are anxious to book your tour for the summer holidays and get the best rates, so I'll call you in a few days to review this information.

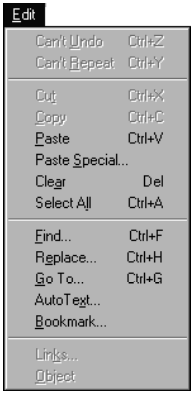
Sincerely,

The OCR progress window shows that the conversion is taking place.

The selected text is copied to the Clipboard.


Visioneer OCR
Page 1
Cancel
Product Info

5. Open the application where you want to paste the text and choose **Paste** from that application's **Edit** menu.


Edit
Can't Undo Ctrl+Z
Can't Repeat Ctrl+Y
Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Paste Special...
Clear Del
Select All Ctrl+A
Find... Ctrl+F
Replace... Ctrl+H
Go To... Ctrl+G
AutoText...
Bookmark...
Links...
Object

CONVERTING A SCANNED SPREADSHEET TO TEXT

Converting a scanned spreadsheet is similar to converting a page of text. By default, the OCR preferences are set to retain a multiple column format, so you can ensure that the spreadsheet retains it columnar format, and that the spreadsheet application recognizes number characters as numbers if you want to update them.

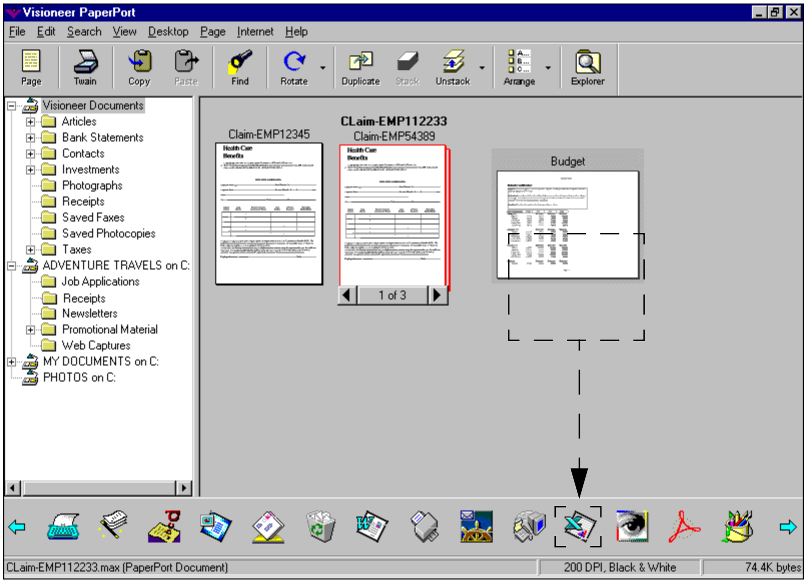
To convert a spreadsheet from Desktop View:

1. Select the spreadsheet to convert. It can be a single spreadsheet or a stack.
2. Drag it onto the **spreadsheet link** icon on the Link Bar. You can also click the spreadsheet link icon.

Note: If you drag an Excel item to the Excel link, the built-in OCR application is not used. Instead, PaperPort launches Excel and opens the item in it.

---

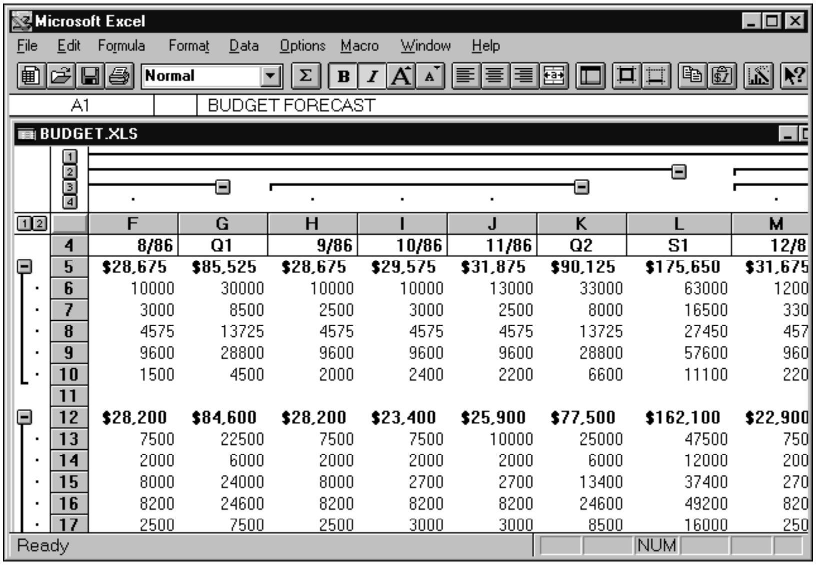
3. When the spreadsheet link icon is highlighted, release the mouse button.


Visioneer PaperPort
File Edit Search View Desktop Page Internet Help
Page
Twain
Copy
Paste
Find
Rotate
Duplicate
Stack
Unstack
Arrange
Explorer
Visioneer Documents
Articles
Bank Statements
Contacts
Investments
Photographs
Receipts
Saved Faxes
Saved Photocopies
Taxes
ADVENTURE TRAVELS on C:
Job Applications
Receipts
Newsletters
Promotional Material
Web Captures
MY DOCUMENTS on C:
PHOTOS on C:
Claim-EMP12345
CLaim-EMP112233
Claim-EMP54389
1 of 3
Budget
CLaim-EMP112233.max (PaperPort Document)
200 DPI, Black & White
74.4K bytes

This example shows Microsoft Excel as the spreadsheet application, but you can drag the spreadsheet onto any spreadsheet icon on the Link Bar.

Instead of using the spreadsheet link icon, you can also choose Links from the File menu, and choose the name of a spreadsheet application.

4. When the conversion is complete, the spreadsheet application opens and you can begin editing its text and numbers.



A1 BUDGET FORECAST

	F	G	H	I	J	K	L	M
4	8/86	Q1	9/86	10/86	11/86	Q2	S1	12/8
5	$28,675	$85,525	$28,675	$29,575	$31,875	$90,125	$175,650	$31,675
6	10000	30000	10000	10000	13000	33000	63000	1200
7	3000	8500	2500	3000	2500	8000	16500	330
8	4575	13725	4575	4575	4575	13725	27450	457
9	9600	28800	9600	9600	9600	28800	57600	960
10	1500	4500	2000	2400	2200	6600	11100	220
11								
12	$28,200	$84,600	$28,200	$23,400	$25,900	$77,500	$162,100	$22,900
13	7500	22500	7500	7500	10000	25000	47500	750
14	2000	6000	2000	2000	2000	6000	12000	200
15	8000	24000	8000	2700	2700	13400	37400	270
16	8200	24600	8200	8200	8200	24600	49200	820
17	2500	7500	2500	3000	3000	8500	16000	250

Note: To maintain the column format for a spreadsheet table, choose Link Preferences from the Edit menu, click the icon for your spreadsheet application, click OCR Setting, and select Multiple Columns. This setting maintains the column format for tables in word-processing applications. For more information about setting OCR preferences, see “Setting the Visioneer OCR preferences,” later in this chapter.

Note: Spreadsheets are often displayed horizontally. To rotate them after scanning, select the spreadsheets and click the Rotate button.

CONVERTING AN ITEM USING ANOTHER OCR APPLICATION

If you have another OCR application installed on your computer, such as Pro OCR, an OCR link appears on the Link Bar. Instead of using PaperPort's built-in OCR application, you can convert an item to text by using another OCR application.

To convert an item to text using another OCR application:

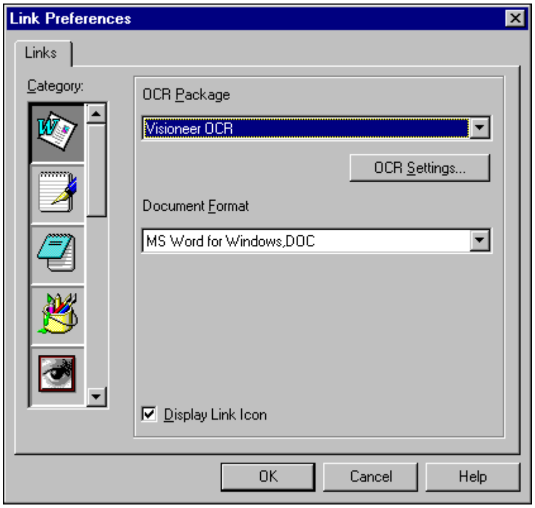
1. Set OCR preferences for the other OCR application as described in the documentation that came with your OCR application.
2. Select the item to convert.
3. Drag it onto the **OCR link** icon on the Link Bar. You can also click the OCR link icon.
4. When the OCR link icon is highlighted, release the mouse button.
5. Complete the conversion as described by your OCR documentation.

SETTING THE VISIONEER OCR PREFERENCES

You can set the Visioneer OCR preferences for each link application that you use to convert an image into text. For example, you can set preferences for word-processing applications, such as Microsoft Word and for spreadsheet applications, such as Microsoft Excel. You can change the preferences at any time to accommodate the type of item you are converting. You can set preferences from either Desktop View or Page View.

To set OCR preferences for the Visioneer OCR:

1. From the **Edit** menu, choose **Link Preferences**. The Link Preferences dialog box appears.
2. Select the word-processing or spreadsheet link, such as Microsoft Word or Microsoft Excel, for which you want to set OCR preferences. A drop-down list of OCR packages and the OCR Settings button appear.



OCR Package: Visioneer OCR

Document Format: MS Word for Windows,DOC

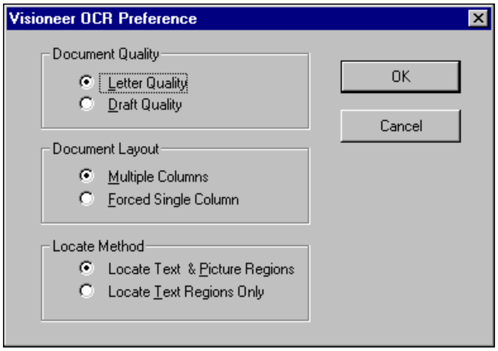
☑ Display Link Icon

Note: If you want to use a different OCR application instead of PaperPort's built-in OCR application as the default for the selected link, you can select the OCR application from the OCR Package list. You can also drag an item directly to an OCR link as described in "Converting an item using another OCR application," earlier in this chapter.

---

3. Select the document format in which you want to save the converted text. For example, select MS Word for Windows to save as a Word file, or Hypertext Markup Language to save as an HTML file.

4. Click the **OCR Settings** button. The Visioneer OCR Preference dialog box appears.



Visioneer OCR Preference

Document Quality
● Letter Quality
○ Draft Quality

Document Layout
● Multiple Columns
○ Forced Single Column

Locate Method
● Locate Text & Picture Regions
○ Locate Text Regions Only

5. Select preferences based on the following information, and then click **OK**.

Preference	**Comment**
Document Quality	The document quality helps the OCR application interpret the text. Select Letter Quality for most items. Select Draft Quality if the image quality is poor.
Document Layout	If the document has multiple columns, such as in a magazine article, select the Multiple Columns option. If you want to force all converted text into a single-column format, select Forced Single Column.
Locate Method	The locate method tells the OCR application whether it should recognize text and pictures or only text regions. If your item includes pictures and you want to include those pictures in the conversion, select Locate Text & Picture Regions. If you want to convert only text, select Locate Text Regions Only.

CHAPTER 9

Using ScanDirect

ScanDirect is an application for scanning an item and sending it directly to another application without opening PaperPort first. For example, to scan an item and fax it right away, use ScanDirect. As soon as the item is scanned, your fax software starts and the item is ready to send.

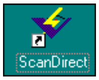
This chapter tells you about:

- Starting ScanDirect
- The ScanDirect control panel
- Running PaperPort and ScanDirect together
- Using ScanDirect
- Using a TWAIN scanner with ScanDirect

STARTING SCANDIRECT

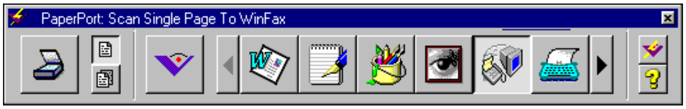
The ScanDirect application is installed with your PaperPort software and is available from the Windows desktop and the Windows Start button.

To start ScanDirect:



- On the Windows desktop, double-click the ScanDirect shortcut.

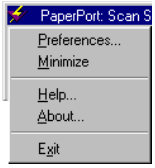
The ScanDirect control panel appears.


PaperPort: Scan Single Page To WinFax

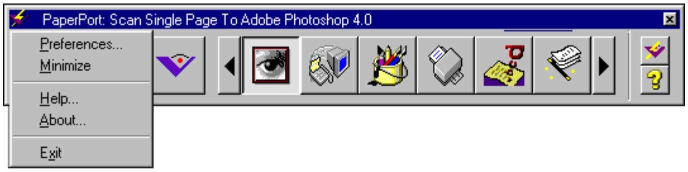
Note: If another open window hides the ScanDirect control panel, click the ScanDirect icon on the taskbar to bring the control panel to the front.

To close or minimize the ScanDirect control panel:

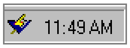
1. To minimize the ScanDirect control panel, click the ScanDirect icon, and choose **Minimize**.


PaperPort: Scan S
Preferences...
Minimize
Help...
About...
Exit

2. To close the control panel, choose **Exit** from the menu or click the **Close** button.

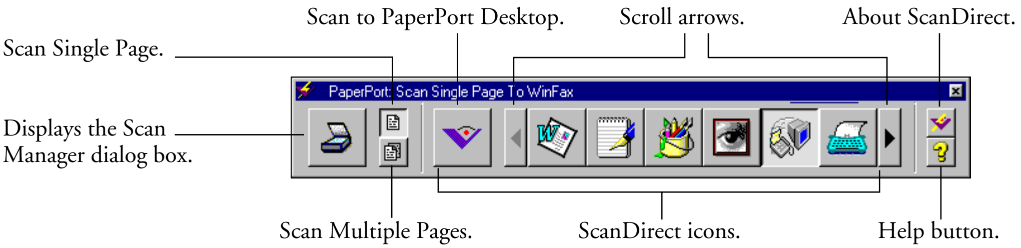

PaperPort: Scan Single Page To Adobe Photoshop 4.0
Preferences...
Minimize
Help...
About...
Exit

3. To redisplay the minimized ScanDirect control panel, click the **ScanDirect** icon on the taskbar.



THE SCANDIRECT CONTROL PANEL

The ScanDirect control panel can remain visible on the screen so that you can easily scan an item directly to another application. Before you scan an item with ScanDirect, you must select the target application.


Scan to PaperPort Desktop.
Scroll arrows.
About ScanDirect.
Scan Single Page.
Displays the Scan Manager dialog box.
PaperPort: Scan Single Page To WinFax
Scan Multiple Pages.
ScanDirect icons.
Help button.

Display Scan Manager. Displays the PaperPort Scan Manager so you can scan an item from a TWAIN scanner directly to the selected application.

Scan Single Page. Click to scan a single page and send it to the selected application.

Scan Multiple Pages. Click to scan several pages and send them to the selected application. Not available with a flatbed scanner.

Scroll arrows. Click to see other icons.

ScanDirect icons. Click to select which application scanned items are sent to when scanned. Note that the first icon is for PaperPort. Clicking this icon sends a newly scanned item to the PaperPort Desktop.

Help button. Click to see the ScanDirect Help.

About ScanDirect. Click to see an application's copyright information.

Each application icon on the control panel has its own preference settings. See the ScanDirect help.

Note: You can rearrange icons on the ScanDirect control panel. Hold down the Alt key and click the icon you want to move. Drag the icon to the spot where you want it. Release the mouse button. The icon appears at the new position.

RUNNING PAPERPORT AND SCANDIRECT TOGETHER

PaperPort does not have to be running for you to use ScanDirect. You can think of ScanDirect as a means to “bypass” PaperPort to get an item to another application as soon as it is scanned.

If ScanDirect and PaperPort are running simultaneously, a scanned item will be sent directly to the application selected on the ScanDirect control panel before being sent to PaperPort.

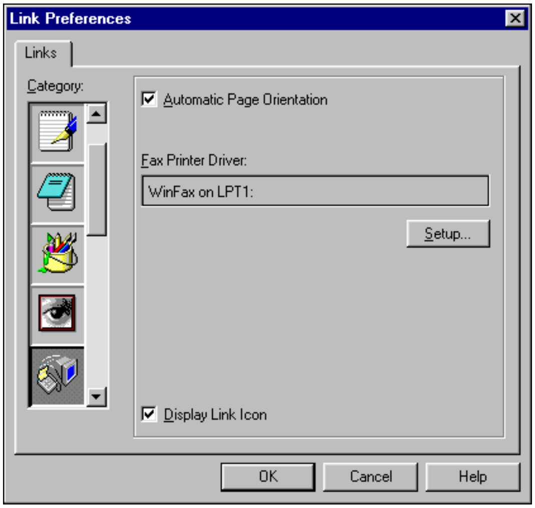
USING SCANDIRECT

The basic steps to use ScanDirect are the same for each application icon. This example shows how to set the preferences for an application, scan an item, and fax that item. This example shows how to use Symantec WinFax PRO to fax an application, but your fax application might work differently.

Note: You can also change the scan settings for each application link before scanning an item. Right-click the icon and choose the Scan Settings command.

To set the preferences for the fax application:

1. Right-click the **fax** icon and choose **Link Preferences**. The Link Preferences dialog box appears.


Link Preferences
Links
Category:
Setup...
OK
Cancel
Help

☑ Automatic Page Orientation

Fax Printer Driver: WinFax on LPT1:

☑ Display Link Icon

The dialog box shows the preferences for the selected link.

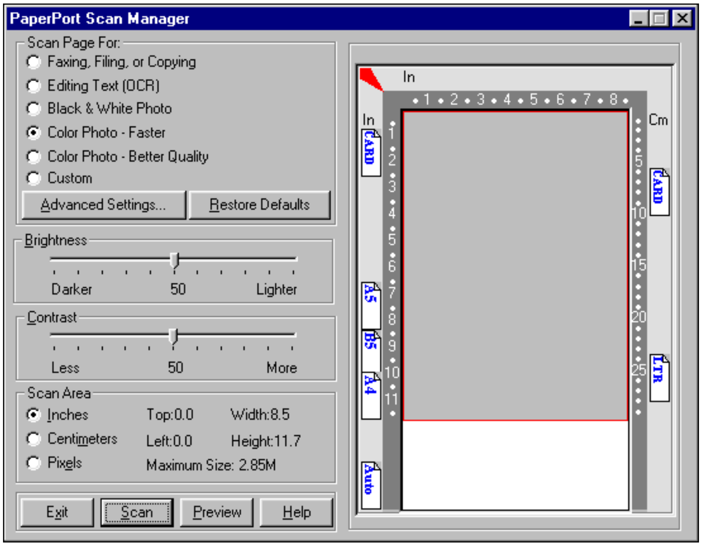
2. Select the preferences and click **OK**.

To use ScanDirect to scan and fax an item:

1. Click the fax icon on the control panel.
2. Click the **TWAIN** button on the control panel.

   If you are using a PaperPort scanner, the PaperPort Scan Manager appears.

   The PaperPort Scan Manager dialog box appears. The following figure is a sample of the dialog box. The one you see might be slightly different for your scanner. For information about the PaperPort Scan Manager's features, see the Scanner Help.



PaperPort Scan Manager

Scan Page For:
○ Faxing, Filing, or Copying
○ Editing Text (OCR)
○ Black & White Photo
● Color Photo - Faster
○ Color Photo - Better Quality
○ Custom

Brightness: 50

Contrast: 50

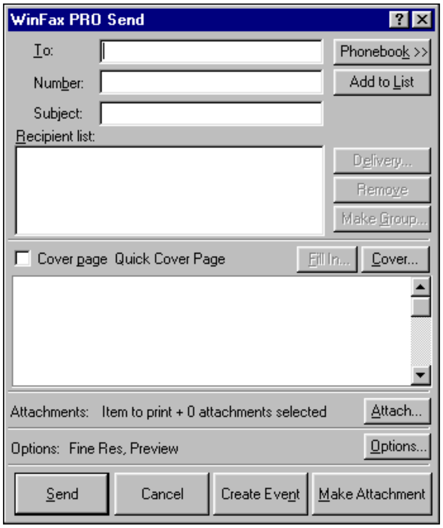
Scan Area
● Inches
○ Centimeters
○ Pixels

Top:0.0 Width:8.5
Left:0.0 Height:11.7
Maximum Size: 2.85M

3. In Scan Page For, select the scan setting you want, such as Faxing, Filing, or Copying to fax an item.
4. Click the **Preview** button. The scanner scans the item and displays a preview of the item in the Preview area of the PaperPort Scan Manager dialog box.
5. To select the area to scan, drag the red rectangle until it surrounds the area you want scanned.

6. When you are satisfied with the preview item, click the **Scan** button on the PaperPort Scan Manager dialog box to scan the item.

   The scanner scans the item, ScanDirect processes the item, and the WinFax PRO Send dialog box appears.


WinFax PRO Send
To:
Phonebook >>
Number:
Add to List
Subject:
Recipient list:
Delivery...
Remove
Make Group...
☐ Cover page
Fill In...
Cover...
Attach...
Options...
Send
Cancel
Create Event
Make Attachment

Quick Cover Page

Attachments: Item to print + 0 attachments selected

Options: Fine Res, Preview

USING A TWAIN SCANNER WITH SCANDIRECT

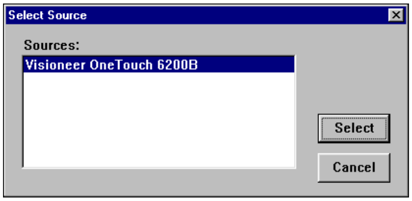
ScanDirect can scan an item from a TWAIN scanner. This makes it possible to use your TWAIN scanner or digital camera with ScanDirect and send the item to any application on the ScanDirect control panel.

SELECTING THE SOURCE SCANNER

Before you can use the TWAIN scanner, you must select it as the source scanner. You do not need to do these steps again unless you change the selected source to another TWAIN device.

To select the TWAIN scanner:

1. Right-click the **TWAIN** icon on the ScanDirect control panel. The Select Source dialog box appears, listing all TWAIN devices installed on your computer.



2. Select the appropriate device and click **Select**. Your scanner is now set to scan with the PaperPort software.

CHAPTER 10

Filling In Preprinted Forms With FormTyper

Insurance forms, registration cards, coupons, and tax forms are examples of preprinted forms. They have fields that you need to fill in with data, such as name, address, and telephone number.

In the past, you had to use a typewriter or a ballpoint pen to fill in the fields manually on preprinted forms. With the Visioneer FormTyper application, you can enter data using your computer and then print the form. The end result is the preprinted form, filled with data just as if you had used a typewriter.

This chapter is about:

- Filling in a form
- FormTyper tools
- Printing a filled-in form

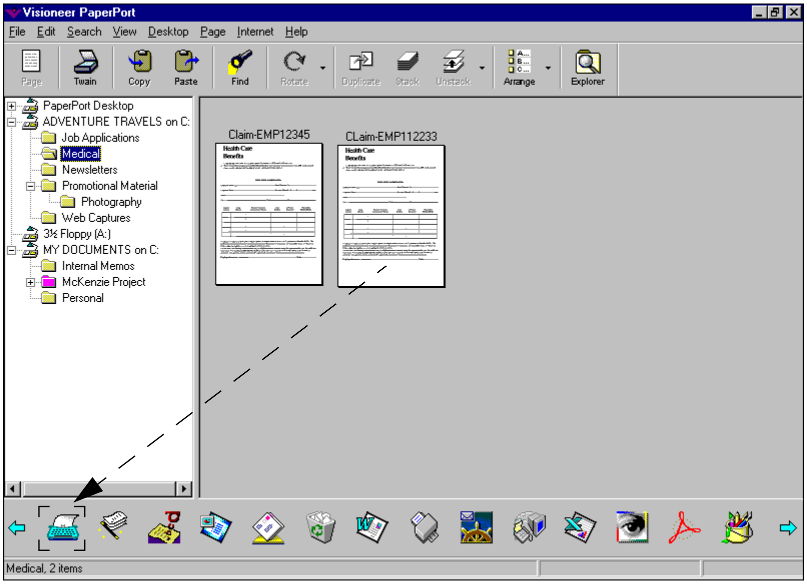
FILLING IN A FORM

The following example shows a medical form on the PaperPort Desktop with fields to fill in.

To fill in a form with FormTyper:

1. Select the form.
2. Drag the form onto the **FormTyper** link icon on the Link Bar.

   You can also just click the FormTyper link icon.
3. When the FormTyper link icon is highlighted, release the mouse button.


Visioneer PaperPort
File Edit Search View Desktop Page Internet Help
Page
Twain
Copy
Paste
Find
Rotate
Duplicate
Stack
Unstack
Arrange
Explorer
PaperPort Desktop
ADVENTURE TRAVELS on C:
Job Applications
Medical
Newsletters
Promotional Material
Photography
Web Captures
3½ Floppy (A:)
MY DOCUMENTS on C:
Internal Memos
McKenzie Project
Personal
Claim-EMP12345
CLaim-EMP112233
Medical, 2 items

After a few moments while the software analyzes the form to find its fields, the FormTyper window opens. The fields are underlined in blue, and the cursor is at the first field to be filled in.

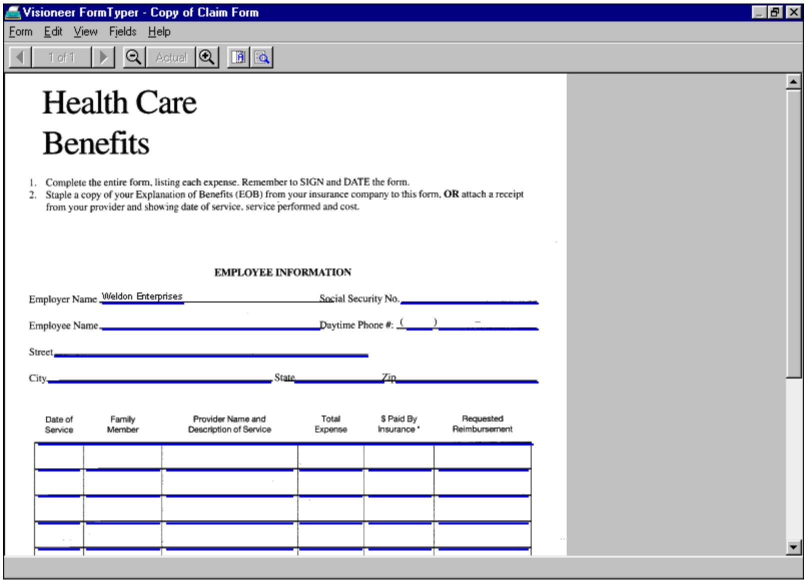
To fill in a form from Page View, choose Links from the File menu and then choose Visioneer FormTyper from the Links menu. The FormTyper application opens, and you can begin filling in the data fields.

Tip: Before dragging the form onto the FormTyper link, switch to Page View and use the Enhance Lines tool to darken and straighten the form's lines. The PaperPort FormTyper link identifies underlining of blank areas on a form as data fields to be filled in. Darkening and straightening the form's lines with the Enhance Lines tool helps PaperPort find the fields with more accuracy.

---

4. Begin typing data if the cursor is at the first field that you want to fill in.

   To type in any other field, click the field. To add another line to a field, press **Enter**.


Visioneer FormTyper - Copy of Claim Form
Form Edit View Fields Help
1 of 1
Actual

Health Care
Benefits

1. Complete the entire form, listing each expense. Remember to SIGN and DATE the form.
2. Staple a copy of your Explanation of Benefits (EOB) from your insurance company to this form, **OR** attach a receipt from your provider and showing date of service, service performed and cost.

EMPLOYEE INFORMATION

Employer Name Weldon Enterprises Social Security No.

Employee Name Daytime Phone #: ( ) -

Street

City State Zip

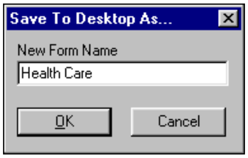
Date of Service	Family Member	Provider Name and Description of Service	Total Expense	$ Paid By Insurance *	Requested Reimbursement

5. When you're finished typing in a field, press the **Tab** key or the left or right arrow keys to move to the next field.

   If you make a mistake or need to edit the data, double-click the field again. The cursor is in the text and you can edit it. After filling in all the fields, you must save the form.

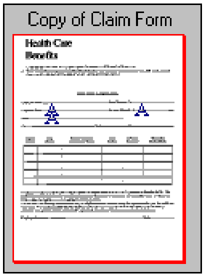
6. From the **Form** menu, choose **Save to** PaperPort **Desktop As**.

7. Type a name for the filled-in form and click **OK**.


Save To Desktop As...

New Form Name: Health Care

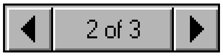
The form appears on the PaperPort Desktop. The “A” symbols indicate fields filled with text annotations.



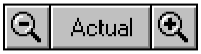
Note: Use the Save to PaperPort As command to save the filled-in form. The Save to PaperPort Desktop command overwrites the form. Use Save to PaperPort Desktop only if you don’t want to keep an original copy of the form.

FORMTYPER TOOLS

The FormTyper application has the “look and feel” of the PaperPort Deluxe software. Some of FormTyper’s tools are similar.



Form Navigator. If the form has more than one page, click the arrows to display the previous or next page. Click the middle of the navigator (which says 2 of 3 in this example) to see the Go To Page dialog box.



Zoom Navigator. Click the Plus magnifying glass to enlarge the image of the form. Click the Minus magnifying glass to reduce the image. Click Actual to see the image at its actual size.

Place Field. Click to place a field manually on a form. Then put the cursor on the form where you want to create a new field, and then click the left mouse button.

Auto-Find. Click to have FormTyper find all of the fields on the form again. Use this button if you've deleted some fields and want to find them again automatically.

PRINTING A FILLED-IN FORM

After the filled-in form is saved to the PaperPort Desktop, you can print it as you would any scanned item. Select the form and drag it to the printer link icon on the Link Bar. You can also choose Print from the File menu.

CHAPTER 11

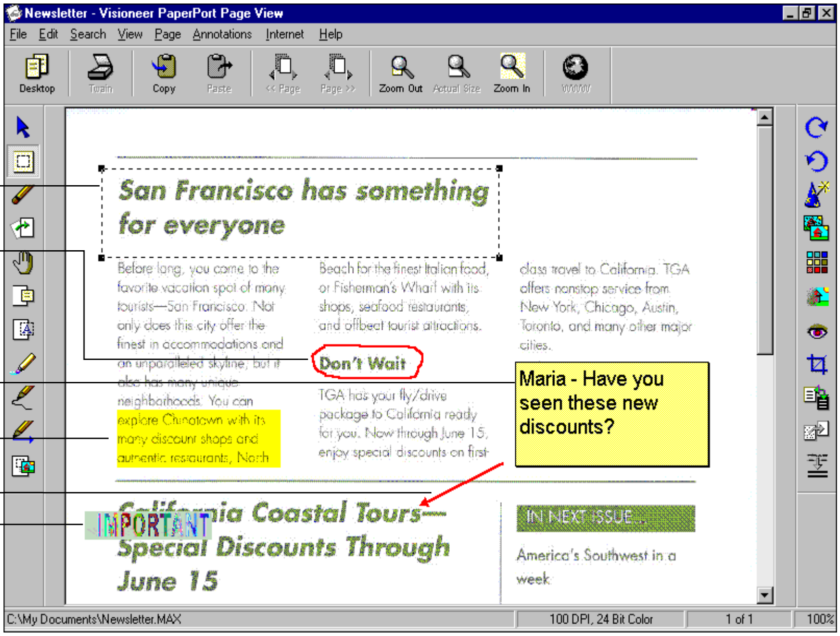
Annotating a Page

To communicate well, you need to draw the reader's attention to important information. When working with paper, you can highlight text with highlighter markers, add Post-it notes, and circle text with a pen or pencil. With PaperPort, you can use these methods but in electronic form.

This chapter shows how to:

- Use the Pointer tool to select, move, and resize annotations
- Cut, copy, paste, and crop sections of a page with the Selection tool
- Use the Eraser tool to remove part of an image
- Use the Straighten Page tool to straighten a page that was scanned at an angle
- Scroll quickly with the Pan tool
- Write a Note on a page
- Mark-Up a page
- Highlight sections of a page with the Highlighter tool
- Use the Freehand tool
- Draw lines and arrows with the Arrow tool
- Add a picture to a page with the Picture tool
- Display and hide annotations

Here is an example of a page with some annotations.


Newsletter - Visioneer PaperPort Page View
File
Edit
Search
View
Page
Annotations
Internet
Help
Desktop
Twain
Copy
Paste
<< Page
Page >>
Zoom Out
Actual Size
Zoom In
WWW

Selection. Select an area to copy, cut, paste, or crop.

Freehand. Circle or underline important information.

Note. Add a note, just like a Post-it note.

Highlight. Add a highlight color.

Arrow. Point to important information with a line or arrow.

Picture. Add an illustration to a page.

San Francisco has something for everyone

Before long, you come to the favorite vacation spot of many tourists—San Francisco. Not only does this city offer the finest in accommodations and an unparalleled skyline, but it also has many unique neighborhoods. You can explore Chinatown with its many discount shops and authentic restaurants, North Beach for the finest Italian food, or Fisherman's Wharf with its shops, seafood restaurants, and offbeat tourist attractions.

Don't Wait

TGA has your fly/drive package to California ready for you. Now through June 15, enjoy special discounts on first-class travel to California. TGA offers nonstop service from New York, Chicago, Austin, Toronto, and many other major cities.

Maria - Have you seen these new discounts?

IMPORTANT

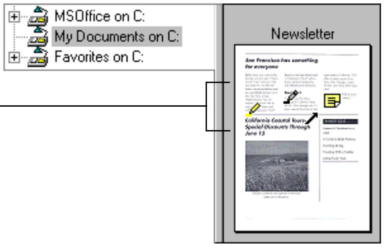
California Coastal Tours— Special Discounts Through June 15

IN NEXT ISSUE...

America's Southwest in a week

C:\My Documents\Newsletter.MAX | 100 DPI, 24 Bit Color | 1 of 1 | 100%

You can also tell if an item in Desktop View contains annotations because they appear as small symbols on the thumbnails.


MSOffice on C:
My Documents on C:
Favorites on C:
Newsletter

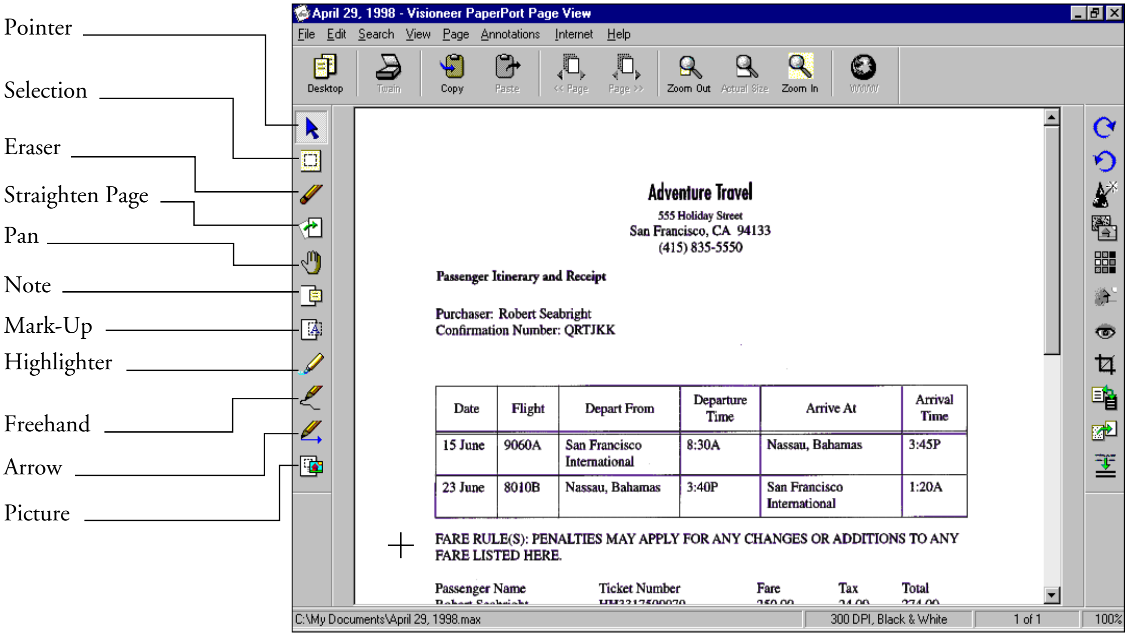
Symbols on the thumbnail indicate that the item has annotations.

USING THE ANNOTATION TOOLS

The basic method of using the annotation tools is similar for each tool.

To use an annotation tool:

1. Click the tool on the Annotation toolbar.


Pointer
Selection
Eraser
Straighten Page
Pan
Note
Mark-Up
Highlighter
Freehand
Arrow
Picture
April 29, 1998 - Visioneer PaperPort Page View
File Edit Search View Page Annotations Internet Help
Desktop
Twain
Copy
Paste
<< Page
Page >>
Zoom Out
Actual Size
Zoom In
WWW
C:\My Documents\April 29, 1998.max
300 DPI, Black & White
1 of 1
100%

Adventure Travel
555 Holiday Street
San Francisco, CA 94133
(415) 835-5550

Passenger Itinerary and Receipt

Purchaser: Robert Seabright
Confirmation Number: QRTJKK

Date	Flight	Depart From	Departure Time	Arrive At	Arrival Time
15 June	9060A	San Francisco International	8:30A	Nassau, Bahamas	3:45P
23 June	8010B	Nassau, Bahamas	3:40P	San Francisco International	1:20A

FARE RULE(S): PENALTIES MAY APPLY FOR ANY CHANGES OR ADDITIONS TO ANY FARE LISTED HERE.

Passenger Name Ticket Number Fare Tax Total

2. Place the cursor on the page. Its shape will indicate the tool you selected.

3. Depending on the tool you selected, click or drag the cursor to use the tool.

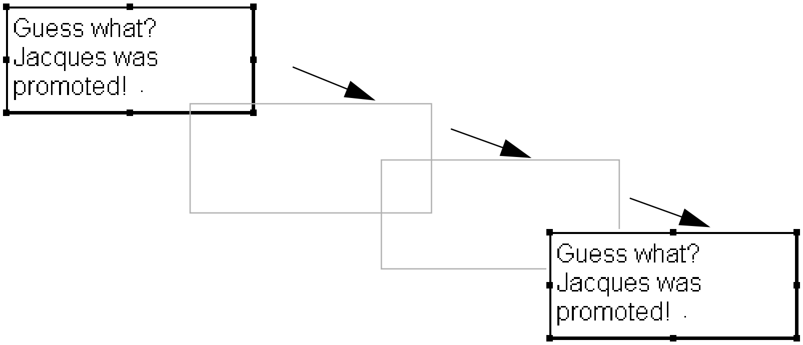
The following sections show how to use the annotation tools.

POINTER

Use the Pointer tool to select annotations on a page. Annotations must be selected in order to move, resize, or edit them.

To use the Pointer tool to move, resize, or edit an annotation:

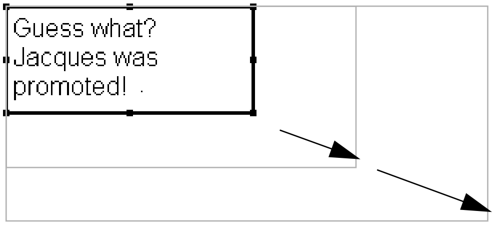
1. Click an annotation to select it.
2. To move the annotation, put the pointer inside the selected area, and drag the annotation to a new place.



Guess what?
Jacques was
promoted!

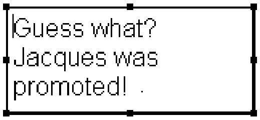
Guess what?
Jacques was
promoted!

3. To resize the annotation, put the pointer on one of the selection boxes, hold down the mouse button, and drag the pointer.



Guess what?
Jacques was
promoted!

4. To edit the text in an annotation, double-click the annotation. The cursor is at the start of the text.



Guess what?
Jacques was
promoted!

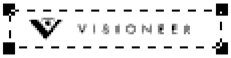
SELECTION

Use the Selection tool to select an area to crop, cut, copy and paste, such as a graphic for use in another application, or your signature for use on a form letter.

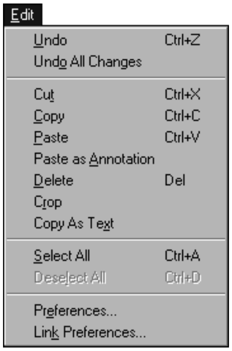
Tip: Use the selection process to copy your signature onto letters. Then you can fax a signed copy of your letters directly from your computer without having to print the letter, sign it, and then rescan it (or send it from a fax machine).

To use the Selection tool:

1. Drag to select an area of the page.



2. Depending on what you want to do with the selection, choose a command from the **Edit** menu.


Edit
Undo Ctrl+Z
Undo All Changes
Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Paste as Annotation
Delete Del
Crop
Copy As Text
Select All Ctrl+A
Deselect All Ctrl+D
Preferences...
Link Preferences...

3. To paste the selection to another document, open it, and choose **Paste** from the **Edit** menu.

CUT AND PASTE OPTIONS

You can copy (or cut) and paste to and from pages and applications in several different combinations:

- **From one page to another in Page View.** The copied image is pasted onto the receiving page; you can then move the image into place.
- **From Page View to the Desktop.** A new item is created on the Desktop with the copied image on it.
- **From Page View to another application.** The copied image appears on the page in that application; you can then move that image to its correct position in that application.
- **From another application to** PaperPort. If the copied image is a graphic, pasting it to the PaperPort Desktop creates a new item with the image on it. Pasting to the Page View puts that image on the page being displayed. If the copied material is text, it can be pasted to a PaperPort note or to mark up text (single lines of text only), but copied text cannot be pasted directly to a thumbnail on the PaperPort Desktop. To paste a picture that can be moved and resized on a page, paste it to the page in Page View using the Paste as Annotation command.

Note: Another copy and paste option is the Copy As Text command in the Edit menu. PaperPort converts the selection to text at the same time it copies the text to the Clipboard.

ERASER

Use the Eraser tool to remove areas of a scanned image. You can erase any area on the image, except for other annotations.

To erase part of an image:

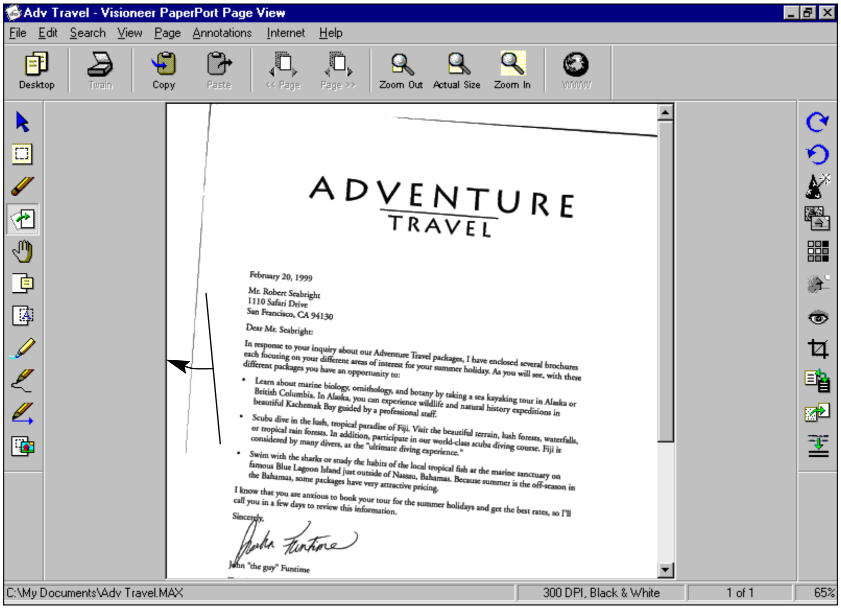
1. Click the **Eraser** tool. The pointer changes into a square.
2. Drag the pointer over the area you want to erase.

STRAIGHTEN PAGE

Use the Straighten Page tool to straighten a page, either horizontally or vertically, that was originally scanned in at an angle.

To straighten a page:

1. Hold down the mouse button and draw a line along the edge of an area that you want to be horizontal or vertical on the page.


Adv Travel - Visioneer PaperPort Page View
File Edit Search View Page Annotations Internet Help
Desktop
Twain
Copy
Paste
<< Page
Page >>
Zoom Out
Actual Size
Zoom In
WWW
C:\My Documents\Adv Travel.MAX
300 DPI, Black & White
1 of 1
65%

ADVENTURE
TRAVEL

February 20, 1999

Mr. Robert Seabright
1110 Safari Drive
San Francisco, CA 94130

Dear Mr. Seabright:

In response to your inquiry about our Adventure Travel packages, I have enclosed several brochures each focusing on your different areas of interest for your summer holiday. As you will see, with these different packages you have an opportunity to:

- Learn about marine biology, ornithology, and botany by taking a sea kayaking tour in Alaska or British Columbia. In Alaska, you can experience wildlife and natural history expeditions in beautiful Kachemak Bay guided by a professional staff.
- Scuba dive in the lush, tropical paradise of Fiji. Visit the beautiful terrain, lush forests, waterfalls, or tropical rain forests. In addition, participate in our world-class scuba diving course. Fiji is considered by many divers, as the "ultimate diving experience."
- Swim with the sharks or study the habits of the local tropical fish at the marine sanctuary on famous Blue Lagoon Island just outside of Nassau, Bahamas. Because summer is the off-season in the Bahamas, some packages have very attractive pricing.

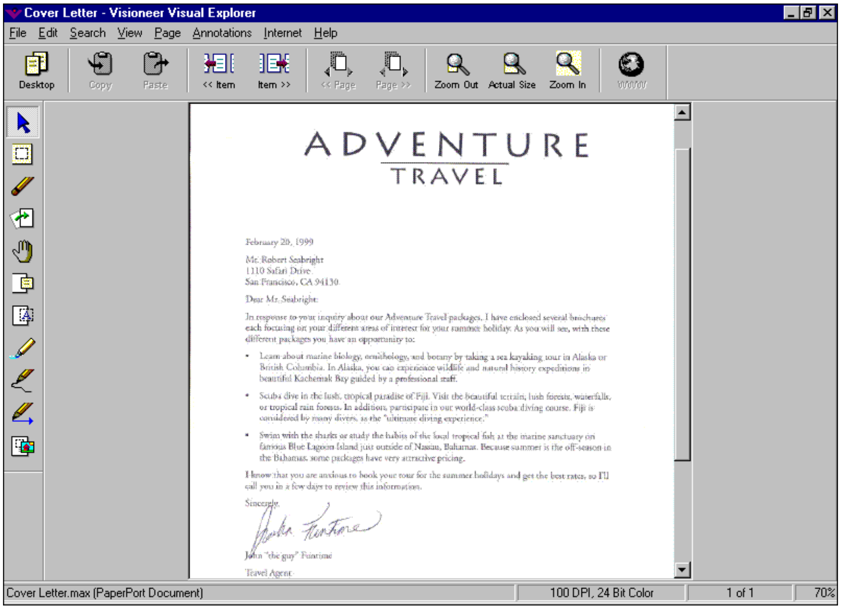
I know that you are anxious to book your tour for the summer holidays and get the best rates, so I'll call you in a few days to review this information.

Sincerely,

John Funtime

John "the guy" Funtime

2. When you release the mouse button, the PaperPort software straightens the whole page along the line you drew.


Cover Letter - Visioneer Visual Explorer
File Edit Search View Page Annotations Internet Help
Desktop
Copy
Paste
<< Item
Item >>
<< Page
Page >>
Zoom Out
Actual Size
Zoom In
WWW
Cover Letter.max (PaperPort Document)
100 DPI, 24 Bit Color
1 of 1
70%

ADVENTURE
TRAVEL

February 20, 1999

Mr. Robert Seabright
1110 Safari Drive
San Francisco, CA 94130

Dear Mr. Seabright:

In response to your inquiry about our Adventure Travel packages, I have enclosed several brochures each focusing on your different areas of interest for your summer holiday. As you will see, with these different packages you have an opportunity to:

- Learn about marine biology, ornithology, and botany by taking a sea kayaking tour in Alaska or British Columbia. In Alaska, you can experience wildlife and natural history expeditions in beautiful Kachemak Bay guided by a professional staff.
- Scuba dive in the lush, tropical paradise of Fiji. Visit the beautiful terrain, lush forests, waterfalls, or tropical rain forests. In addition, participate in our world-class scuba diving course. Fiji is considered by many divers, as the "ultimate diving experience."
- Swim with the sharks or study the habits of the local tropical fish at the marine sanctuary on famous Blue Lagoon Island just outside of Nassau, Bahamas. Because summer is the off-season in the Bahamas, some packages have very attractive pricing.

I know that you are anxious to book your tour for the summer holidays and get the best rates, so I'll call you in a few days to review this information.

Sincerely,

John "the guy" Funtime

Travel Agent

PAN

Use the Pan tool to scroll an image quickly, up, down, left, or right.

To use the Pan tool:

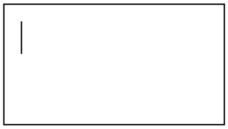
1. Click the Pan tool. The pointer changes to a hand pointer.
2. Drag the mouse. The page image moves as you move the mouse.

NOTE

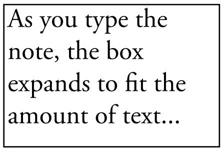
Use the Note tool to write a resizable note at any place on the page. You can also "collapse" the note so that it doesn't cover any information on the page.

To write a note with the Note tool:

1. Click the page. The note appears and the insertion point is ready for you to begin typing.



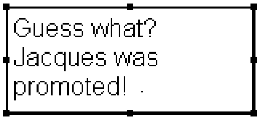
2. Type the note in the text box that appears.



As you type the note, the box expands to fit the amount of text...

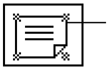
By default, the note color is yellow.

3. To collapse all the notes on a page, select any one of the notes first.



Guess what? Jacques was promoted!

4. From the **Annotations** menu, choose **Collapse Notes**.



The collapsed note icon indicates a Note is at that position on the page.

5. To see the notes again, select any note; then choose **Expand Notes** from the **Annotations** menu.

MARK-UP

Use the Mark-Up tool to add a line of text to the page.

To write a note with the Mark-Up tool:

1. Click the page where you want to type text.

   The Mark-Up tool is for typing a single line of text, like this.
   Don't press Enter to type a second line of text…

2. Type a line of text.

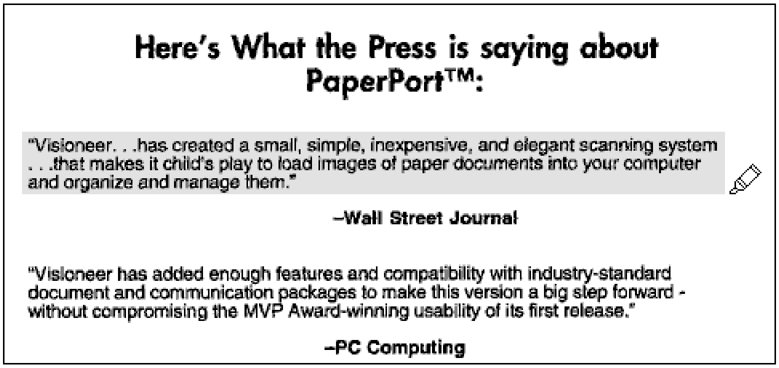
   …instead create another mark-up box and type your text.

HIGHLIGHTER

Use the Highlighter tool to highlight any part of a page with a color.

To highlight a portion of a page:

- Hold down the mouse button and drag the Highlighter tool over the area you want to highlight.



Here's What the Press is saying about PaperPort™:

"Visioneer. . .has created a small, simple, inexpensive, and elegant scanning system . . .that makes it child's play to load images of paper documents into your computer and organize and manage them."

–Wall Street Journal

"Visioneer has added enough features and compatibility with industry-standard document and communication packages to make this version a big step forward - without compromising the MVP Award-winning usability of its first release."

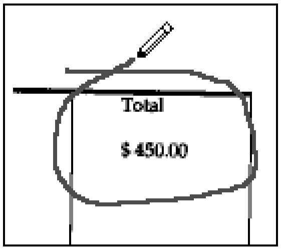
–PC Computing

FREEHAND

Use the Freehand tool to draw freehand marks, for example, circle text or underline important sentences.

To draw freehand lines on a page:

- Hold down the mouse button and draw a line around the area you want to emphasize.



To change the line width of an existing line, select it; then choose Line Width from the Annotations menu and choose a new line width.

To change the width for new lines that you want to draw, click the Freehand tool or Arrow tool, click the right mouse button and choose Line Width from the displayed menu, or choose Line Width from the Annotations menu and then choose a new width. Existing lines will not be affected.

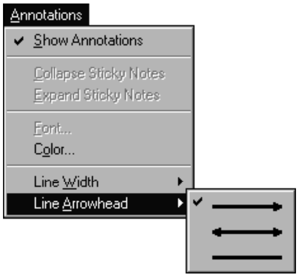
ARROW

Use the Arrow tool to draw straight lines, with or without arrowheads, to point to specific parts of a page.

To draw straight lines with the Arrow tool:

1. Hold down the mouse button and drag to draw a line or arrow.

2. To add or remove arrowheads when you draw, choose **Line Arrowhead** from the **Annotations** menu.


Annotations
✓ Show Annotations
Collapse Sticky Notes
Expand Sticky Notes
Font...
Color...
Line Width
Line Arrowhead

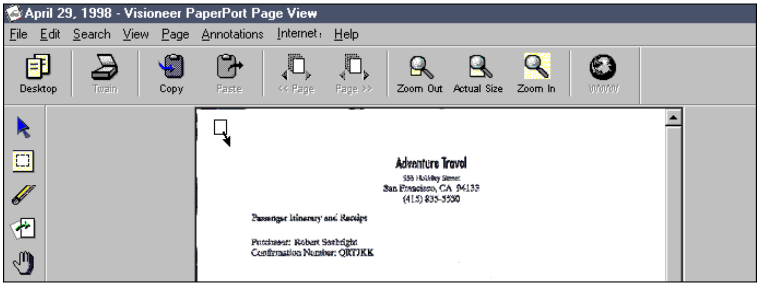
PICTURE

Use the Picture annotation tool to place a picture as an annotation onto a page. You can add a Picture annotation by selecting a bitmap file already saved on your hard disk or by pasting a picture from the Clipboard.

To add a picture to a page using the Clipboard, copy the picture to the Windows Clipboard, and then display the page in Page View. Choose Paste As Annotation from the Edit menu. The picture is pasted onto the page. If you paste a color picture onto a black-and-white page, the picture appears in black-and-white but retains its color information in case you copy and paste it later.

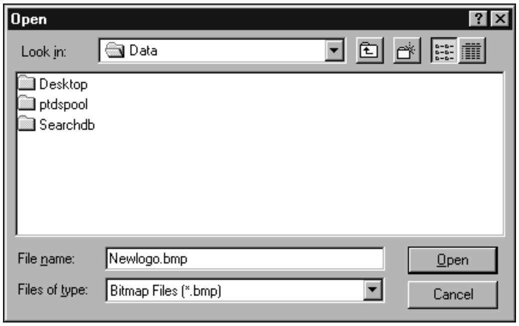
To add a picture with the Picture tool:

1. Click the Picture tool; then click on the page where you want the picture to be located.


April 29, 1998 - Visioneer PaperPort Page View
File Edit Search View Page Annotations Internet Help
Desktop
Twain
Copy
Paste
<< Page
Page >>
Zoom Out
Actual Size
Zoom In
WWW
Adventure Travel
San Francisco, CA 94133
Passenger Itinerary and Receipt
Confirmation Number: QRTJKK

The Open dialog box appears.

2. Select the name of the picture.

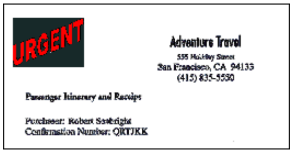


Look in: Data

File name: Newlogo.bmp

Files of type: Bitmap Files (*.bmp)

3. Click **Open**. The picture appears on the page.
4. To reposition a picture, click the Pointer tool and then click the picture to select it. Handles around the picture indicate it is selected.
5. Drag the picture to its proper position on the page. To resize the picture, drag one of its handles.



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Purchaser: Robert Seabright
Confirmation Number: QRTJKK

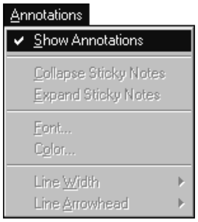
You can resize or reposition a picture whenever it is displayed in Page View. The page will automatically scroll to accommodate an enlarged picture.

DISPLAYING AND HIDING ANNOTATIONS

You can display items in Page View with all of their annotations either visible or hidden. This feature is especially useful if you want to print or fax an item, but don't want to include the annotations.

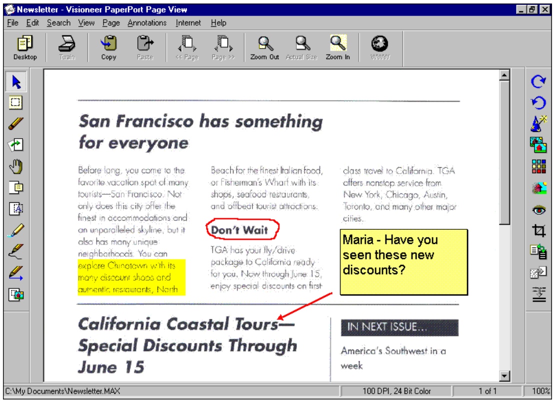
To display or hide annotations:

1. In Page View, choose **Show Annotations** from the **Annotations** menu. The check mark means the annotations are visible.


Annotations
✓ Show Annotations
Collapse Sticky Notes
Expand Sticky Notes
Font...
Color...
Line Width
Line Arrowhead

2. To hide annotations, choose **Show Annotations** again from the **Annotations** menu.

A page with visible annotations.


Newsletter - Visioneer PaperPort Page View
File Edit Search View Page Annotations Internet Help
Desktop
Twain
Copy
Paste
<< Page
Page >>
Zoom Out
Actual Size
Zoom In
WWW
C:\My Documents\Newsletter.MAX
100 DPI, 24 Bit Color
1 of 1
100%

San Francisco has something for everyone

Before long, you come to the favorite vacation spot of many tourists—San Francisco. Not only does this city offer the finest in accommodations and an unparalleled skyline, but it also has many unique neighborhoods. You can explore Chinatown with its many discount shops and authentic restaurants, North Beach for the finest Italian food, or Fisherman's Wharf with its shops, seafood restaurants, and offbeat tourist attractions.

Don't Wait

TGA has your fly/drive package to California ready for you. Now through June 15, enjoy special discounts on first-class travel to California. TGA offers nonstop service from New York, Chicago, Austin, Toronto, and many other major cities.

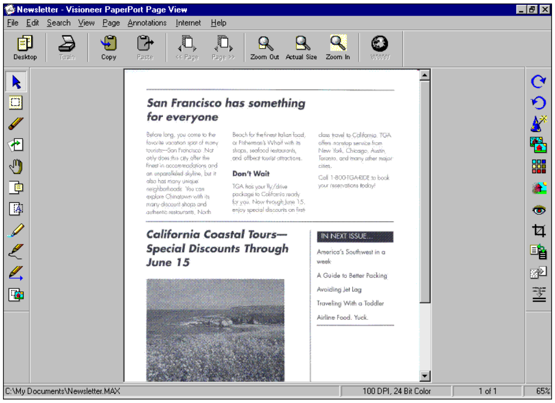
Maria - Have you seen these new discounts?

California Coastal Tours—Special Discounts Through June 15

IN NEXT ISSUE...

America's Southwest in a week

The same page with hidden annotations.


Newsletter - Visioneer PaperPort Page View
File Edit Search View Page Annotations Internet Help
Desktop
Twain
Copy
Paste
<< Page
Page >>
Zoom Out
Actual Size
Zoom In
WWW
C:\My Documents\Newsletter.MAX
100 DPI, 24 Bit Color
1 of 1
65%

San Francisco has something for everyone

Before long, you come to the favorite vacation spot of many tourists—San Francisco. Not only does this city offer the finest in accommodations and an unparalleled skyline, but it also has many unique neighborhoods. You can explore Chinatown with its many discount shops and authentic restaurants, North Beach for the finest Italian food, or Fisherman's Wharf with its shops, seafood restaurants, and offbeat tourist attractions.

Don't Wait

TGA has your fly/drive package to California ready for you. Now through June 15, enjoy special discounts on first-class travel to California. TGA offers nonstop service from New York, Chicago, Austin, Toronto, and many other major cities.

Call 1-800-TGA-RIDE to book your reservations today!

California Coastal Tours—Special Discounts Through June 15

IN NEXT ISSUE...

America's Southwest in a week

A Guide to Better Packing

Avoiding Jet Lag

Traveling With a Toddler

Airline Food. Yuck.

CHAPTER 12

Editing Images

An original image might not be the exact color or sharpness that you want. For example, an indoor snapshot of your family or household pet might have the "red eye" effect from the camera's flash. Using PaperPort's Remove Red Eye tool, you can remove the red. Other tools help you adjust colors, contrast, and other image characteristics.

This chapter is about:

- Using the image editing tools
- Automatically starting an image's application
- Creating wallpaper from an item

USING THE IMAGE EDITING TOOLS

The image editing tools are designed to improve images scanned in color, black-and-white, and grayscale. The tools available in Page View depend on the type of image.

The following table briefly describes each image editing tool:

Tool	Does this...
↻	Rotates the image right 90 degrees.
↺	Rotates the image left 90 degrees.
🪄	Runs a step-by-step process to help you improve the color of an item scanned in color.
🖼	Fixes the appearance of the image by trying to improve the color.
▦	Manually adjusts a color picture's brightness and contrast, color, and tint.
🏠	Sharpens a blurred picture.
👁	Removes the redness from the eyes in an image.
⌗	Removes part of an image and leaves the rest.
⇄	Reverses the colors of an image.
➦	Cleans extra marks from the scanned image.
⇊	Darkens and straightens horizontal lines on a black-and-white scanned image, such as a table or preprinted form.

ROTATE RIGHT OR LEFT

Use the Rotate tools to rotate an entire pages 90 degrees to the left or right. Pages with annotations cannot be rotated.

Rotating a page is particularly useful for spreadsheets, graphs, charts, and other pages normally displayed horizontally. After scanning a page vertically, rotate it to produce a horizontal page like the original.

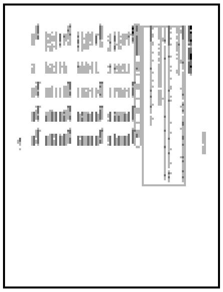
You can rotate multiple pages or a stack. For example, after scanning in several spreadsheets, you can select them all or stack them and click the Rotate button. All of the spreadsheets will be rotated together.

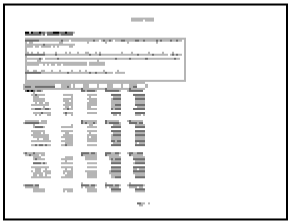
To rotate images using the Rotate Image tools:

- Click one of the Rotate tools.

  The image rotates 90 degrees to the left or right depending on the tool you select.

  To rotate the object more than 90 degrees, click the tool again.





Note: All tools on the Image tool bar have equivalent commands available from the menus. For example, you can also rotate items using the Rotate command from the Page menu.

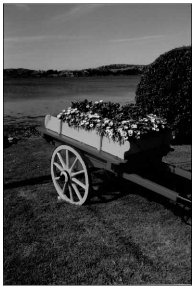
AUTOFIX PICTURE

Use the AutoFix Picture tool to automatically enrich the quality of an image. The PaperPort software analyzes the image and improves its appearance as much as possible. Fuzzy images might become sharper, and underexposed (dark) or overexposed (lighter) photos might be darkened or lightened. However, if the quality of the original image is very poor, even the automatic image improvement might not help.

To enhance images with the AutoFix Picture tool:

- Click the AutoFix Picture tool.

  This example picture of a flower cart becomes clearer and sharper.



Before

After

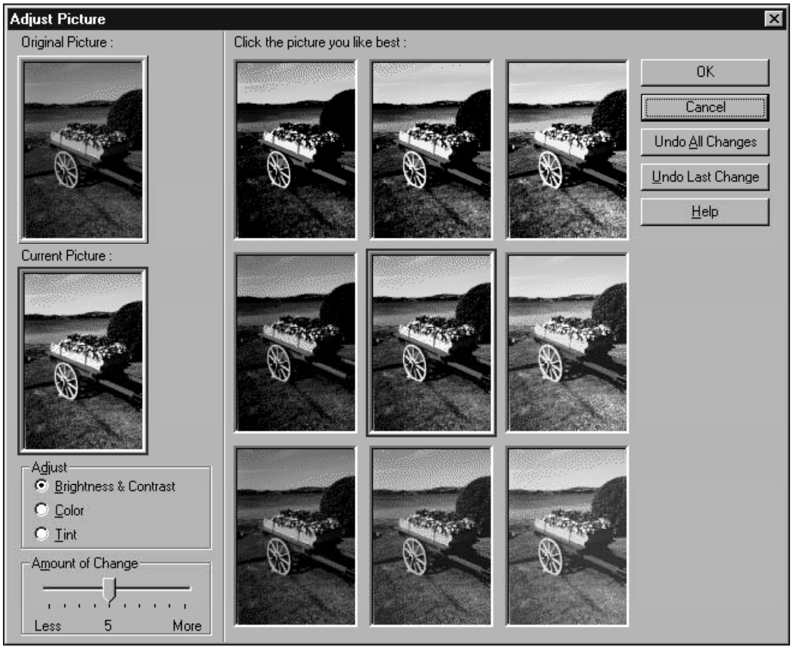
Note: If the image is already at the proper exposure and in focus, PaperPort cannot improve it further. In fact, clicking the AutoFix Picture tool might seem to degrade image quality because PaperPort assumes the image needs to be modified, even though it is already just right. If you use AutoFix on a picture and you do not like the results, choose Undo AutoFix Picture from the Edit menu.

ADJUST PICTURE

Use the Adjust Picture tool to manually adjust a color picture's brightness and contrast, color, and tint.

To use the Adjust Picture tool:

1. Click the **Adjust Picture** tool.
2. Select the picture that you like best. The one you select moves to the center and becomes the current picture, or the one to adjust.
3. Click a button to adjust a feature of the picture.
4. Drag the slider to adjust that feature.
5. Click **OK**.


Adjust Picture
Original Picture :
Click the picture you like best :
OK
Cancel
Undo All Changes
Undo Last Change
Help
Current Picture :
Less
More

Adjust
● Brightness & Contrast
○ Color
○ Tint

Amount of Change: 5

See the PaperPort Help system for more details about Adjust Picture.

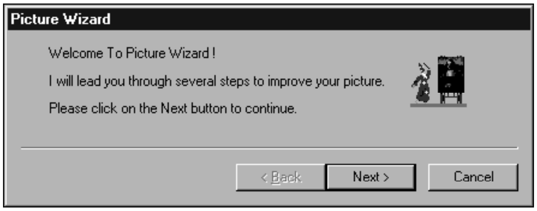
PICTURE WIZARD

The Picture Wizard is also for adjusting a color picture. Clicking the Picture Wizard button on the Command Bar walks you through the most likely steps to produce a good quality image.

To use the Picture Wizard:

- Click the **Picture Wizard** button on the Command Bar.

  A series of dialog boxes walk you through the process to adjust the picture quality.



Picture Wizard

Welcome To Picture Wizard !

I will lead you through several steps to improve your picture.

Please click on the Next button to continue.

This is the first Wizard dialog box. Click Next to see the next dialog box.

SHARPEN PICTURE

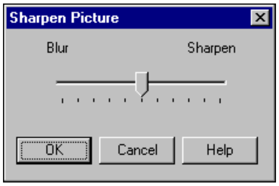
Use the **Sharpen Picture** tool to sharpen or blur a color picture.

To sharpen or blur a color picture with the Sharpen Picture tool:

1. Click the **Sharpen Picture** tool.

   The Sharpen Picture dialog box appears.

2. Drag the slider to sharpen or blur the picture.



3. Click **OK**.

Before—A blurred picture

After—The sharpened picture

REMOVE RED EYE

Indoor flash photographs can produce the "red eye" effect that turns the pupils of the eyes red. Using the Remove Red Eye tool, you can remove the redness from the eyes in the image.

To remove the red eye effect with the Remove Red Eye tool:

1. Click the **Selection** tool.
2. Select the portion of the pupil of the eyes that are red.

3. Click the Remove Red Eye tool. PaperPort removes the red from the eyes.

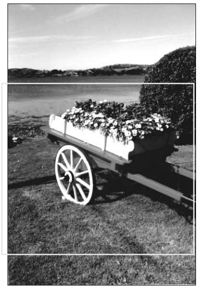
Tip: Use the Zoom In button (on the Command Bar) before selecting the red area, and then select as small an area of the eye as possible. PaperPort removes the color red from the entire selected area. If the selected area includes other parts of the eye that have tints of red in them (as light brown eyes often do), those tints will be removed too.

CROP PAGE

Use the Crop Page tool to remove part of a page. The cropped part remains, but the rest of the image is removed from the page.

To remove a part of a page:

1. Click the **Selection** tool.
2. Select the area to remain on the page. The rest of the image will be removed.



The full image

The cropped image

3. Click the **Crop Page** tool.

Tip: Create a duplicate of an image before cropping it because cropping permanently removes the unselected portion of the image. Having a duplicate ensures that if you crop too much, you can always start over with the original. To create a duplicate of an image, select it on Desktop View and choose Duplicate Item from the Desktop menu.

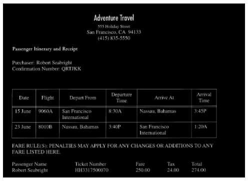
INVERT PAGE

Use the Invert Page tool to reverse the colors of an image. This is particularly helpful for reading text on images with a dark background and light letters.

To reverse images with the Invert tool:

- Click the **Invert Page** tool.

  The image reverses color.



Adventure Travel
555 Holiday Street
San Francisco, CA 94133
(415) 835-5550

Passenger Itinerary and Receipt

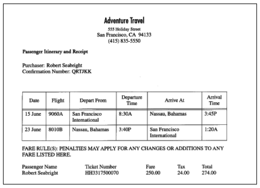
Purchaser: Robert Seabright
Confirmation Number: QRTJKK

Date	Flight	Depart From	Departure Time	Arrive At	Arrival Time
15 June	9060A	San Francisco International	8:30A	Nassau, Bahamas	3:45P
23 June	8010B	Nassau, Bahamas	3:40P	San Francisco International	1:20A

FARE RULE(S): PENALTIES MAY APPLY FOR ANY CHANGES OR ADDITIONS TO ANY FARE LISTED HERE.

Passenger Name	Ticket Number	Fare	Tax	Total
Robert Seabright	HH3317500070	250.00	24.00	274.00

Before



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Passenger Itinerary and Receipt

Purchaser: Robert Seabright
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Date	Flight	Depart From	Departure Time	Arrive At	Arrival Time
15 June	9060A	San Francisco International	8:30A	Nassau, Bahamas	3:45P
23 June	8010B	Nassau, Bahamas	3:40P	San Francisco International	1:20A

FARE RULE(S): PENALTIES MAY APPLY FOR ANY CHANGES OR ADDITIONS TO ANY FARE LISTED HERE.

Passenger Name	Ticket Number	Fare	Tax	Total
Robert Seabright	HH3317500070	250.00	24.00	274.00

After

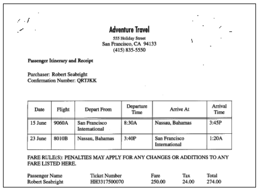
REMOVE STRAY DOTS

Sometimes a page has small marks, dots, or speckles that appear on the scanned page. For example, scanned newspaper articles often have extraneous spots on the page. Clicking the Remove Stray Dots tool automatically cleans those extra marks from the scanned image. This tool applies only to images scanned in black and white.

To clean a page with the Remove Stray Dots tool:

- Click the **Remove Stray Dots** tool.

  PaperPort removes the stray dots from the page.



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Passenger Itinerary and Receipt

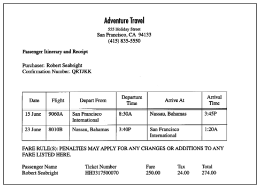
Purchaser: Robert Seabright
Confirmation Number: QRTJKK

Date	Flight	Depart From	Departure Time	Arrive At	Arrival Time
15 June	9060A	San Francisco International	8:30A	Nassau, Bahamas	3:45P
23 June	8010B	Nassau, Bahamas	3:40P	San Francisco International	1:20A

FARE RULE(S): PENALTIES MAY APPLY FOR ANY CHANGES OR ADDITIONS TO ANY FARE LISTED HERE.

Passenger Name	Ticket Number	Fare	Tax	Total
Robert Seabright	HH3317500070	250.00	24.00	274.00

Before



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Passenger Itinerary and Receipt

Purchaser: Robert Seabright
Confirmation Number: QRTJKK

Date	Flight	Depart From	Departure Time	Arrive At	Arrival Time
15 June	9060A	San Francisco International	8:30A	Nassau, Bahamas	3:45P
23 June	8010B	Nassau, Bahamas	3:40P	San Francisco International	1:20A

FARE RULE(S): PENALTIES MAY APPLY FOR ANY CHANGES OR ADDITIONS TO ANY FARE LISTED HERE.

Passenger Name	Ticket Number	Fare	Tax	Total
Robert Seabright	HH3317500070	250.00	24.00	274.00

After

Note: PaperPort removes only the smaller dots and speckles on the page because larger marks, such as handwritten notes, might be a valid part of the image. To remove larger unwanted portions of an image, use the Selection tool (on the Annotation toolbar) to select the unwanted portion; then choose Cut from the Edit menu.

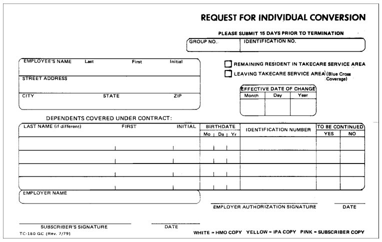
ENHANCE LINES

Use the Enhance Lines tool to automatically darken and straighten horizontal lines on a black-and-white scanned image, such as a table or preprinted form. Enhancing lines is particularly helpful prior to using the PaperPort FormTyper link to fill in scanned preprinted forms.

To darken and straighten lines with the Enhance Lines tool:

- Click the **Enhance Lines** tool.

  The lines are straightened and darkened.



REQUEST FOR INDIVIDUAL CONVERSION

PLEASE SUBMIT 15 DAYS PRIOR TO TERMINATION

GROUP NO.
IDENTIFICATION NO.

EMPLOYEE'S NAME Last First Initial
STREET ADDRESS
CITY STATE ZIP

☐ REMAINING RESIDENT IN TAKECARE SERVICE AREA
☐ LEAVING TAKECARE SERVICE AREA (Blue Cross Coverage)

EFFECTIVE DATE OF CHANGE		
Month	Day	Year

DEPENDENTS COVERED UNDER CONTRACT:

LAST NAME (if different)	FIRST	INITIAL	BIRTHDATE Mo	Da	Yr	IDENTIFICATION NUMBER	TO BE CONTINUED YES	NO

EMPLOYER NAME

EMPLOYER AUTHORIZATION SIGNATURE DATE

SUBSCRIBER'S SIGNATURE DATE

TC-180 GC (Rev. 7/79)

WHITE = HMO COPY YELLOW = IPA COPY PINK = SUBSCRIBER COPY

AUTOMATICALLY STARTING AN IMAGE'S APPLICATION

If you have an image created in another application that appears on the Desktop, you can launch the application from PaperPort and view the file in its native application. For example, if you have a Photoshop file on the Desktop and you double-click the file, PaperPort launches Photoshop, and you can edit the file. When you save the file in Photoshop, the changes automatically appear on the Desktop.

CREATING WALLPAPER FROM AN ITEM

The background color of your computer's screen is called "wallpaper." Typically it is a nondescript color, but you can easily change it to an image from PaperPort, for example, a picture of your spouse or children.

To create wallpaper:

1. Select the item for the wallpaper.
2. Choose **Set as Wallpaper** from the **Page** menu. The screen background color changes to that image.

Note: To change back to the original wallpaper, open the Windows Control Panel, double-click Display, click the Background tab, choose a wallpaper pattern from the Wallpaper menu and click OK. You can also use the Background settings if you want to change the pattern or display the wallpaper as tiled instead of centered.

CHAPTER 13

Importing, Exporting, and Printing

Although you can view and file both PaperPort and non-PaperPort items, many features such as adding annotations and grouping items into stacks are available only with PaperPort items. To use these features, you can easily import a non-PaperPort image, such as a TIF file converting it into a PaperPort (MAX file) item.

You can also export items from the PaperPort application to other applications. For example, if you have a logo in Desktop View in the form of a PaperPort item and want to use it on your letterhead, you can export it in one of many popular file formats, including TIF, JPEG, or BMP, and then add that logo to your word-processing document.

This chapter describes:

- Importing files created in other applications
- Exporting PaperPort items
- Opening an item in Page View
- Saving an item in a different format
- Printing items to the printer
- Printing from other applications

IMPORTING FILES CREATED IN OTHER APPLICATIONS

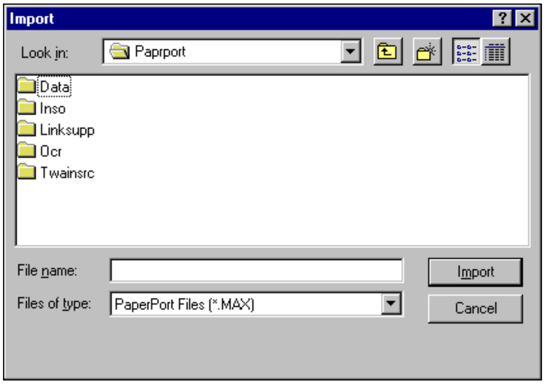
You can import files created in other image editing applications such as Photoshop by using the Import command from the File menu. When you import a file, PaperPort copies the original image and saves it as a PaperPort item. The file formats that PaperPort can import from other applications are described in the following table.

Format	Description
PaperPort file (.MAX)	A format used in PaperPort for Windows.
Windows Bitmap (.BMP)	A format used for displaying and storing Windows images.
PC Paintbrush (.PCX)	A format commonly used for paint applications.
Multi-page PCX (.DCX)	A format for multipage PCX files.
Joint Photographic Experts Group (.JPG)	An international standard for the compression of digital photographic images and a popular format for storing images on the Web in HTML documents.
Graphics Interchange Format (.GIF)	A popular format for storing images on the Web in HTML documents.
Tag Image File Format (.TIF)	A format that works well for storage and exchange between desktop publishing and graphic arts applications. TIFF also works well between different platforms, such as Microsoft Windows and Macintosh. PaperPort supports single- and multipage TIFF.
Portable Network Graphics (.PNG)	Proposed standard replacement for GIF, but not currently supported by browsers.

Format	Description
Self Viewing File (.EXE)	A format that creates a special PaperPort file you can attach to an e-mail message that the recipient can double-click and view without using PaperPort.
FlashPix (.FPX)	A high-resolution image file format.

To import an image file created in another application:

1. In Desktop View, from the **File** menu, choose **Import**. The Import dialog box appears.



Look in: Paprport

File name:

Files of type: PaperPort Files (*.MAX)

2. From the **Files of Type** drop-down list, choose the format type.
3. In the list of file names, select the file to import and click **Import**.

EXPORTING PAPERPORT ITEMS

Exporting an item saves a copy of it in the format you selected while the original remains as it was.

Note: In Page View, use the Save As command to make a copy of the original item. For more information, see "Saving an item in a different format."

You might want to export items when:

- Someone else needs to open the item in an application that requires a different file format, such as JPEG for embedding the file in a Web page.
- You want to save the file on a floppy disk.
- You want to create a self-viewing PaperPort file and send it to someone who doesn't have PaperPort.

The following table describes the formats for exporting items:

Format	**Description**
PaperPort file (.MAX)	A format used in PaperPort for Windows.
Windows Bitmap (.BMP)	A format used for displaying and storing Windows images.
PC Paintbrush (.PCX)	A format commonly used for paint applications.
Multi-page PCX (.DCX)	A format for multipage PCX files.
Joint Photographic Experts Group (.JPG)	An international standard for the compression of digital photographic images.
Tag Image File Format (.TIF)	A format that works well for storage and exchange between desktop publishing and graphic arts applications. TIFF also works well between different platforms, such as Microsoft Windows and Macintosh. PaperPort supports single- and multipage TIFF.
Portable Network Graphics (.PNG)	Proposed standard replacement for GIF, but not currently supported by browsers.

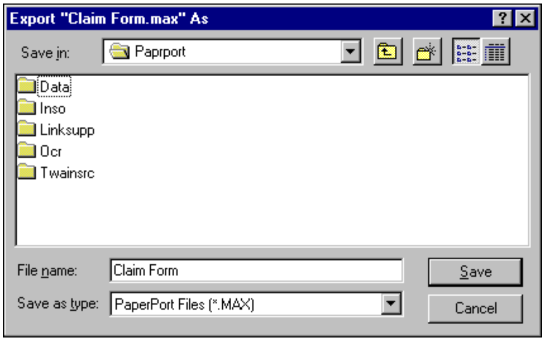
Format	Description
Self Viewing File (.EXE)	A format that creates a special PaperPort file you can attach to an e-mail message or place on a server. The recipient of the file simply double-clicks and views the file without using PaperPort.
FlashPix (.FPX)	A high-resolution image file format.

To export an item:

1. In Desktop View, select the item you want to export.

   You can export both individual items and stacks. To export a page from a stack, unstack the page from the stack and select it.

2. From the **File** menu, choose **Export**.



File name: Claim Form

Save as type: PaperPort Files (*.MAX)

3. Select the folder where you want to save the item.

4. Select the file format from the **Save as Type** drop-down list.

   By default, PaperPort uses the file format PaperPort Files (*.MAX).

   If you export a PaperPort item in any format other than a PaperPort (.MAX) file, annotations in that file cannot be edited, deleted, or moved. If the annotations are hidden, they are not exported.

5. Type the name of the file in the File Name box.

Note: If you don't type a name for the file, PaperPort uses the item's title.

6. Click **Save**.

Note: PaperPort items exported as BMP or TIFF files can be as much as 10 times larger than the original PaperPort items. If you have an application that compresses files, you might want to compress the exported files before saving them on a floppy disk

---

EXPORTING WITH COMPRESSION

When you export color and grayscale images, the files can become large and occupy large amounts of hard disk space. To overcome this problem, PaperPort has a built-in compression feature that uses the JPEG file format to compress files. The more a file is compressed, the less disk space it requires. As compression increases, the image quality decreases. You can determine the best level of compression by setting the import and export preferences.

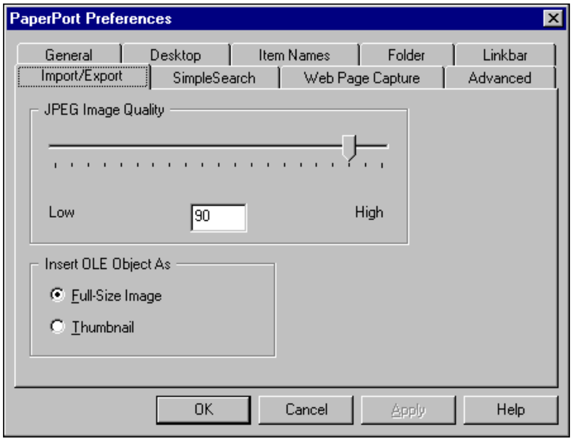
To set the amount of compression when exporting a file:

1. From the **Edit** menu, choose **Preferences**.

   The PaperPort Preferences dialog box appears.

2. Click the **Import/Export** tab.

   The Import/Export preferences appear.


PaperPort Preferences
General
Desktop
Item Names
Folder
Linkbar
Import/Export
SimpleSearch
Web Page Capture
Advanced
OK
Cancel
Apply
Help

JPEG Image Quality

Low 90 High

Insert OLE Object As

● Full-Size Image

○ Thumbnail

3. Drag the slider in the JPEG Image Quality bar to set the level of compression.

   The higher the setting, the better the image quality and the lower the compression.

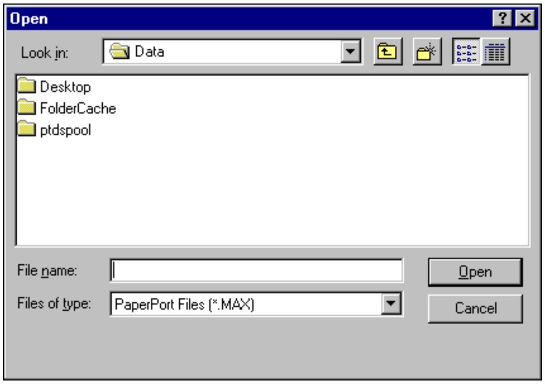
4. Export the file using the Export command and select JPEG as the file format. For more information about exporting, see "Exporting PaperPort items."

OPENING AN ITEM IN PAGE VIEW

In Page View, you can use the open command to open PaperPort and non-PaperPort items.

To open a file:

1. In Page View, from the **File** menu, choose **Open**. The Open dialog box appears.



Look in: Data

File name:

Files of type: PaperPort Files (*.MAX)

2. From the **Files of Type** drop-down list, choose the format type.

3. In the list of file names, select the file to open and click **Open**.

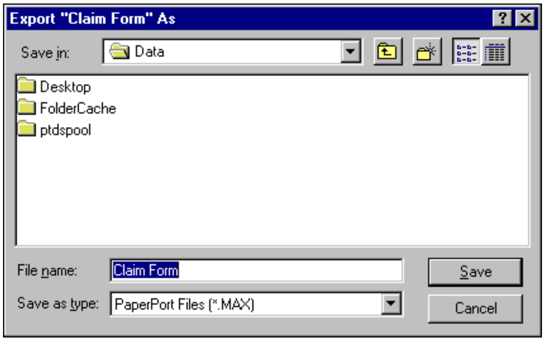
SAVING AN ITEM IN A DIFFERENT FORMAT

In Page View, you can use the Save As command to save the current item with a new file name and save it in a specific file format. Before making changes to the item in Page View, save the original under a unique name so that you always have the original file.

To save an item in a different format:

1. From the **File** menu, choose **Save As**.

   The Save As dialog box appears.



Export "Claim Form" As

Save in: Data

File name: Claim Form

Save as type: PaperPort Files (*.MAX)

2. Type the file name for the item.
3. Select the file type from the **Save as Type** drop-down list. For more information about the different file formats, see "Exporting PaperPort items."
4. Click **Save**.

PRINTING ITEMS TO THE PRINTER

You can print any item from the PaperPort Desktop to the printer. If an item contains annotations that you don't want to include when it's printed, remember to hide the annotations first.

To print an item:

1. Select the item. It can be a single item or a stack.
2. From the **File** menu, choose **Print**.

   or

   In Desktop View, you can also drag the item to the **printer link** icon.

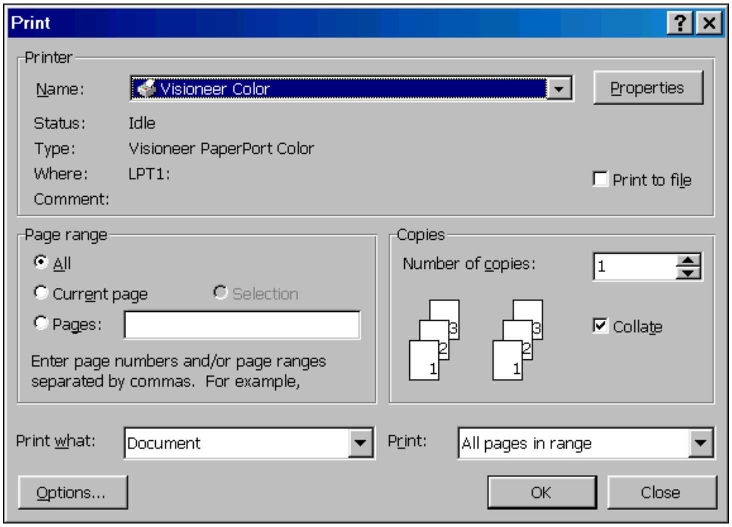
PRINTING FROM OTHER APPLICATIONS

You can print files from other applications onto the Desktop. This is one way to get spreadsheets, pictures, database files, word-processing files, and other files onto the Desktop as PaperPort items.

To print from other applications to the Desktop View:

1. Start the application from which you want to print, and open the file in that application.
2. From the application's **File** menu, choose the command for setting up the printer. Some applications have a **Print Setup** command (usually in the **File** menu); others use a **Setup** button in the Print dialog box. If you have questions, refer to the user manual.

You will see a dialog box similar to the following. (This dialog box is from Microsoft Word.)



Name: Visioneer Color

Status: Idle

Type: Visioneer PaperPort Color

Where: LPT1:

Comment:

☐ Print to file

● All

○ Current page

○ Selection

○ Pages:

Enter page numbers and/or page ranges separated by commas. For example,

Number of copies: 1

☑ Collate

Print what: Document

Print: All pages in range

3. In the printer list, select **Visioneer** or **Visioneer Color** (for color items.)
4. Click **OK**, or in other applications, click **Set as Default Printer**.
5. Use the application's Print command to print the file.

   The file prints to the Desktop. A new item appears on the Desktop with the name of the application and file name as the item's title.

Note: After you finish printing, remember to reset the printer to your regular printer.

APPENDIX A

PaperPort Viewer

With PaperPort Viewer, you can share PaperPort items—including articles, letters, contracts, budgets, reports, and photos with others who do not own the PaperPort software. PaperPort Viewer lets others view and print PaperPort items.

You can distribute PaperPort Viewer to others free of charge. One way to send someone PaperPort Viewer is to attach the PaperPort Viewer file to an e-mail message and then send that e-mail message to the recipient.

The PaperPort CD includes PaperPort Viewer for Windows. See the installation guide that you received with your PaperPort scanner for instructions about installing applications from the CD.

PaperPort Viewer is also available free on Visioneer's Web page.
The address is www.visioneer.com.

PaperPort Viewer has its own Help information. Please see that Help information for a complete description of PaperPort Viewer and how to use it.

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